



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)

# Jayanagar Education Society (R)

ನಂ 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070 ☎ 080 26649277

No 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070 ☎ 080 26649277

14<sup>th</sup> June 2021

Dr. S. Vagdevi  
#701, 6th Main, 1st Cross,  
BEML V Stage, II Phase,  
Raja Rajeshwari Nagar,  
Bengaluru-560098

Dear Dr. S. Vagdevi

**Sub:** Appointment as a Professor in the Department of Computer Science & Engineering. - reg

This is to intimate you that, you have been appointed as Professor, Department of Computer Science & Engineering in City Engineering College w.e.f. 16/06/2021 with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.

2. You will be paid total emoluments of ₹ 50,000/- (₹ Fifty Thousand Only) per month Consolidated in the AICTE Scale inclusive of other admissible allowances.

3. As Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.

4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.

5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.

6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Accepted

Vagdevi S  
16/6/2021



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

032

NAME : Dr. S. Vagdevi

ADDRESS : a) PERMANENT # 701, 6m, 1C, BEML layout, V stage  
WITH PHONE No. Raja Rajeshwari Nagar, II Phase

b) LOCAL Bangalore: 560098

- " -

QUALIFICATIONS : B.E., M.Tech, M.S., Ph.D.

DATE OF BIRTH : 20.11.1960

NAME OF POST : Professor

NO. & DATE OF APPOINTMENT ORDER : 14/6/2021

SALARY & SCALE : Rs 50,000/=

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Vagdevi  
Signature

Date : 14/6/2021

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

[Signature]  
CC to : Accounts / Personal File

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

19<sup>th</sup> May 2022

Dr. S. Jagannathan  
#338, Pranavendu, 18th Main,  
AGS Layout, Arehalli,  
Subramanyapura Post,  
Bengaluru-560061

Dear Dr. S. Jagannathan

Sub: Appointment as Professor in the department of Artificial Inelegancy and Machine Learning for City Engineering College (CEC) with effect from 19/05/2022

This is to inform you that you have been appointed as Professor the department of Artificial Inelegancy and Machine Learning for CITY Engineering College, Doddakallasandra, Bengaluru-560061, with the following terms and conditions:

Your date of appointment will be 19 May 2022. Please give joining report to the Principal of the College and complete the joining formalities.

1. You will be on one-year probationary period, if the Performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore.
2. You will be paid in the AICTE Scale of ₹40,000/- and other admissible allowances.
3. As a Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution .
4. You are required to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address, Date of Birth, Mobile number and Email Id, also submit two passport size photos.
5. You are required to produce two letters of reference from the persons known to you for the last two years
6. You shall work on full time basis from 9A.M to 5.30P.M and should not leave the college without the written permission of the Principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays.
7. You are entitled for 12 days of casual leave per year, one casual leave for every completed month of service and CL can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months.
8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation.
9. You cannot resign or discontinue your services within the Semester as per VTU rules. You may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the CITY Engineering College and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.
10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness and not fit to work. (Proof of documentary evidence is required in all cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the College.
11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

12. If you decide to discontinue the job on your own in the middle of the academic Year, the academic schedule and amount taken will get affected. Hence, you are required to give three months' notice, prior to the last working day (i.e., if the last working day of the semester is June 15<sup>th</sup> notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the College to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.

13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Disk, Software CDs, Cupboard and Drawer keys, Camera etc. to the Administrative Officer/ Trustees and submit NOC to the Principal.

14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/ seminars/ workshop), functions or attending Principal's meetings, internal audit committees, library stock verification or any other work assigned by the Principal/Director/ Trustees/ higher officials of the institution.

15. Special benefits and consideration for employees:

- Marriage: Employees completed two years of continuous service in teaching/non-teaching category (in any of the institutions under CITY Group of Institutions are eligible for 1-week paid leave.
- Maternity leave (ML) (Applicable for female staff members): Should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight) months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Jayanagar Education Society® Associated/Collaborated Institutions in India including the new institutions proposed to be established indifferent parts of India.

18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College.


For Jayanagar Education Society (R)



K.R. Paramahansa  
Authorized Signatory

### Letter of Acceptance of the Employee

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Trust for immediate verification by any visiting inspecting teams. I hereby declare that I have the eligibility to teach and for appointment of above post as per AICTE norms and as long as I am employed with CITY Engineering College under Jayanagar Education Society ®. I agree to keep my original certificates under their custody and will be returned upon my proper resignation and relieving from duties. I will not leave the College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, Principal/management can take legal action against me as per the above terms and may inform the future employer and VTU.



Signature of the Employee

Name: Dr. S. Jagannathan  
Mob: 9449637023



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

038

NAME : Dr. S. Jagannathan

ADDRESS : a) PERMANENT # 338, Pranavendu, 18th Main  
WITH PHONE No. AGS Layout, Arehalli

b) LOCAL Subramanyapura (Post)  
Bangalore - 560061

QUALIFICATIONS : PhD (CSE)

DATE OF BIRTH : 10-07-1960

NAME OF POST : Professor

NO. & DATE OF APPOINTMENT ORDER : 19-05-2022

SALARY & SCALE : 40,000/-

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 19-05-2022

[Signature]  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 19-5-2022

CC to : Accounts / Personal File

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

02<sup>nd</sup> May 2022

Mrs. Purnima S Mittalkod  
#236, Mahaveer lakes Apartment,  
Uttarahalli Main Road, Kengeri,  
Bengaluru-560060

Dear Purnima S Mittalkod

Sub: Appointment as Assistant Professor in the department of AI&ML for City Engineering College (CEC) with effect from 02/05/2022

This is to inform you that you have been appointed as Assistant Professor the department of Artificial Intelligence and Machine Learning for CITY Engineering College, Doddakallasandra, Bengaluru-560061, with the following terms and conditions:

Your date of appointment will be Second May 2022. Please give joining report to the Principal of the College and complete the joining formalities.

1. You will be on one-year probationary period, if the Performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore.
2. You will be paid in the AICTE Scale of ₹30,000/- and other admissible allowances.
3. As a Assistant Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution .
4. You are required to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address, Date of Birth, Mobile number and Email Id, also submit two passport size photos.
5. You are required to produce two letters of reference from the persons known to you for the last two years
6. You shall work on full time basis from 9A.M to 5.30P.M and should not leave the college without the written permission of the Principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays.
7. You are entitled for 12 days of casual leave per year, one casual leave for every completed month of service and CL can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months.
8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation.
9. You cannot resign or discontinue your services within the Semester as per VTU rules. You may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the CITY Engineering College and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.
10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness and not fit to work. (Proof of documentary evidence is required in all cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the College.
11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

12. If you decide to discontinue the job on your own in the middle of the academic Year, the academic schedule and classes will get affected. Hence, you are required to give three months' notice, prior to the last working day (i.e. if the last working day of the semester is June 15<sup>th</sup> notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the College to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.

13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Disk, Software CDs, Cupboard and Drawer keys, Camera etc. to the Administrative Officer/ Trustees and submit NOC to the Principal.

14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/ seminars/ workshop), functions or attending Principal's meetings, internal audit committees, library stock verification or any other work assigned by the Principal/Director/ Trustees/ higher officials of the institution.

15. Special benefits and consideration for employees:

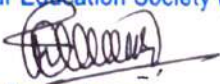
- a) Marriage: Employees completed two years of continuous service in teaching/non-teaching category (in any of the institutions under CITY Group of Institutions are eligible for 1-week paid leave.
- b) Maternity leave (ML) (Applicable for female staff members): Should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight) months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Jayanagar Education Society® Associated/Collaborated Institutions in India including the new institutions proposed to be established in different parts of India.

18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College

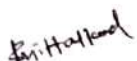
For Jayanagar Education Society (R)



K.R. Paramahansa  
Authorized Signatory

### **Letter of Acceptance of the Employee**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Trust for immediate verification by any visiting inspecting teams. I hereby declare that I have the eligibility to teach and for appointment of above post as per AICTE norms and as long as I am employed with CITY Engineering College under Jayanagar Education Society ® I agree to keep my original certificates under their custody and will be returned upon my proper resignation and relieving from duties. I will not leave the College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, Principal/management can take legal action against me as per the above terms and may inform the future employer and VTU.

  
Signature of the Employee

Name: PURNIMA-S. MITTAL  
Mob: 9663323284





# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

052

NAME : PURNIMA. S. NITTALKOD

ADDRESS : a) PERMANENT #236, <sup>4th</sup> G. S. Belagavi, Mahaveer  
Lakes Apartment, Kengeri - 560060

b) LOCAL

— 11 —

QUALIFICATIONS : BE / M.Tech (CSE)

DATE OF BIRTH : 31-05-1981

NAME OF POST : Asst. Professor in dept of AP & ML

NO. & DATE OF APPOINTMENT ORDER : 02/05/2022

SALARY & SCALE : 30,000/-

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 02/05/2022

*Initialled*  
Signature

Counter signed by the Head of the Department

Vagdevi.S  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 2-5-22

CC to : Accounts / Personal File

*[Signature]*  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

15<sup>th</sup> January 2021

Ms. Nandini S B  
Bengaluru

Dear Nandini S B

**Sub:** Appointment as an Assistant Professor in the Department of CSE - reg

This is to intimate you that, you have been appointed as Assistant Professor Department of Computer Science & Engineering in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 25,000/- per month in the AICTE Scale
3. As an Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.


9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 18/1/2021

*Nandini S.B*  
Signature of the candidate  
Name : Nandini S.B



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

018

NAME : Nandini S.B

ADDRESS : a) PERMANENT TF 406, Sri Sai Comforts-2, Doddakalla Sandra.  
WITH PHONE No. Narayana Nagar Rd, Narayana Nagar 3rd Block Konanakunte, Block

b) LOCAL TF 406, Sri Sai Comforts-2, Doddakalla Sandra  
Narayana Nagar Rd, Narayana Nagar 3rd Block.  
Konana Kunte, Bangalore - 560062 9743250470

QUALIFICATIONS : B.E, M.Tech

DATE OF BIRTH : 03-04-1991

NAME OF POST : Assistant Professor

NO. & DATE OF APPOINTMENT ORDER : 18/1/2021

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 18/1/2021

Nandini S.B  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 18.01.2021

CC to : Accounts / Personal File

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

Ms. Sangeetha Rao S  
#101, K&T Shobha Nilayam,  
Near Fine Mart, Doddathogur Main Road,  
Electronic City,  
Bengaluru-560100

15<sup>th</sup> January 2021

Dear Sangeetha Rao S

**Subject: Appointment as an Assistant Professor in the Department of CSE - reg**

This is to intimate you that, you have been appointed as Assistant Professor Department of Computer Science & Engineering in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 20,000/- per month in the AICTE Scale
3. As an Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

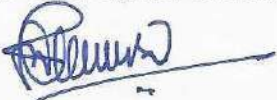
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

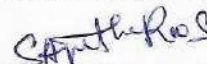


President / Secretary

### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 18/1/2021

  
Signature of the candidate  
Name : SANGEETHA - RAO.



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

022

NAME : Sanguetha . Rao . S

ADDRESS : a) PERMANENT Shankar . h , II<sup>nd</sup> cross left side near  
WITH PHONE No. Water tank . Keshavapura . Bhadravati . Shivoga St 230

b) LOCAL #101 . K&T Shobha Nilayam , Near Fine Mart  
Bettadapura main road Electronic city - 1  
Bangalore - 560100

QUALIFICATIONS : M-tech ( Networking & Internet Engey )

DATE OF BIRTH : 21/11/1990

NAME OF POST : Asst. Professor.

NO. & DATE OF APPOINTMENT ORDER : 18 / 1 / 2021

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 18 / 1 / 2021

Sanguetha Rao S  
Signature

Counter signed by the Head of the Department

[Signature]  
18/1

Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 18 01-21

CC to : Accounts / Personal File

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)

## Jayanagar Education Society (R)

No. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬದಾವಳಿ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649777  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070 ☎ 080 26649777

08<sup>th</sup> January 2018

Dr. Thippeswamy H. N.  
#102, Samruddhi Royal Apartmentsm  
Bannerghatta Road,  
Bengaluru-78

Dear Dr. Thippeswamy

**Sub:** Appointment as a Professor & Head In the Department of Civil Engineering Branch.

This is to intimate you that, you have been appointed a Professor & Head Department of Civil Engineering branch in City Engineering College w.e.f. 08<sup>th</sup> February 2018, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 85,000/- per month in the AICTE Scale
3. As a Professor & Head in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.



7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of Increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society Institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy, and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

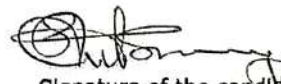


President / Secretary

### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 08/01/2018

  
Signature of the candidate  
Name :

Dr. Thippeswamy  
HND



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Dr. THIPPESWAMY - H.N

ADDRESS : a) PERMANENT #373, Royal lake front Residency  
8th phase, J.P. Nagar : Bengaluru-78

b) LOCAL #102, Somnath Royal apartment  
Kalen Agasabara,  
Bannara ghatta Road.  
Bengaluru - 560076

QUALIFICATIONS : BE, M Tech, Ph.D.

DATE OF BIRTH : 04-04-1961

NAME OF POST : Professor and Head - Civil Engg.

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Dr. Thippeswamy  
Signature

Date : 08-01-2018

Counter signed by the Head of the Department

Dr. Thippeswamy  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 08-01-2018

CC to : Accounts/Personal file

[Signature]  
Principal  
08/01/18



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)

## Jayanagar Education Society (R)

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ಫೋನ್ : 080 26649277

No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ಫೋನ್ : 080 26649277

19<sup>th</sup> June 2021

Dr. H N Thippeswamy  
#373, Royal Lake Front Residency,  
8th Phase, J. P. Nagar,  
Bengaluru

Dear Dr. Thippeswamy,

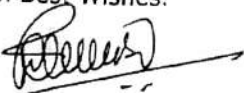
**Subject: Appointment as Principal of City Engineering College- reg**

This is to intimate you that, you have been appointed as Principal of City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy initially for a period of two years and subject to satisfactory completion of one year compulsory probationary period and your appointment has to be confirmed by the separate letter from the President / Secretary of Jayanagara Education Society@.
2. You will be paid total emoluments of ₹ 87,000/- per month in the AICTE Scale.
3. As a Principal you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college. You are also required to correspond with affiliating authority VTU in all matters and oblige all times and follow the rules and directions of VTU.
4. You shall work on full time basis from 9 A.M. to 5:30 P.M. on all working days. You shall avail leave and holidays with prior approval of the President as per college rules. Unauthorized absence from attending the duties will be taken seriously and a day's absence will be calculated as two days absence for the purpose of Salary payment.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice and resignation letter compulsorily to be handed over to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. Marks Statements/Marks Cards will be release to you, only when you give proper notice of resignation.
6. You will be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard as per the expected quality standards of the College and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti-management activities, your services will be terminated immediately without giving any prior notice.
7. If you decided to discontinue the job on your own during the academic year the academic schedule get disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education, Both College and you are required to give one month's notice to either side i.e. 30days before the end of the semester.

8. An increment of Rs. 5,000/- will be paid for every completed year of service in CEC, subject to your performance and general behavior, punctuality, participation in academic and administrative activities, organizing seminars, workshops, publication of articles in national and international journals during the academic year. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society Institutions.
9. Your Job is transferable to any institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions proposed to be started in different parts of India.
10. If you commit any mistake from your side in the college or dealing with VTU, you are liable to pay the damages or penalties to the college and VTU.
11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any inspection Committee. You may obtain acknowledgment form the College and certificates will be returned to you at the time of leaving the Job.
12. If you are satisfied with the above conditions and will to join our College, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the President along with the Original Certificates.

With Best Wishes.

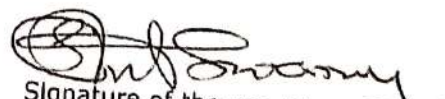


Dr. K. R. Paramahansa  
President,  
Jayanagar Education Society®

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the President. I hereby declare that I have the eligibility to become Principal as per AICTE norms, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students/College.

Date : 19-06-2021



Signature of the candidate  
Name : Dr. THIPPESWAMY H.N.



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೨೨ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ಫ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ಫ 2664 9277.

Date: 25/09/2006

To,

Mr. M. C. Mahesh Kumar  
C/o Krishna Murthy,  
#154, 50 Feet Road,  
Banashankari 03<sup>rd</sup> Stage,  
Bangalore.

Dear M. C. Mahesh Kumar

This is to intimate you that, you have been appointed as a Lecturer in Civil Engineering Department in our CITY ENGINEERING COLLEGE w. e. f. 26/09/2006 based on your application and personal interview you had with following terms, the conditions, and us.

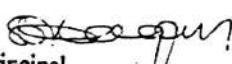
1. Your post will be confirmed subject to the satisfactory completion of One year Probation compulsorily and to be confirmed by a separate letter of appointment from the Management.
2. You will be paid Salary in the scale of Rs.8,000( 8000-275-13500) + DA and Other allowances per month.
3. As a Lecturer in Civil Engineering Department, you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall work on a full-time basis between 9.00 a.m. and 5.00 p.m. from Monday to Saturday. You should not leave the department without written permission.
5. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorizedly absenting more than three times is liable for termination of job.
6. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31<sup>st</sup> in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July the management should approve every year and the same. The condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interests.

.....2

7. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti management activities or if you get a Government job (proof required)
8. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
9. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
10. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
11. If you are satisfied with the above conditions and willing to join our college please conform your date of joining & retain the first copy of this Appointment letter and append your signature on the second copy and return the same.

With best wishes,

Yours sincerely,

  
Principal.  
City Engineering College.

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statements to the Management, I also declare that I have the eligibility to teach as per UGC or/and AICTE norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.

  
Signature of the candidate:

Date: 26/08/2006



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name :                     Mahesh                    Kumar                    MC                    

Address : a) Permanent                     154                    50ft Rd                      
                    BSK III Stg                    Bangalore                    

Contact No. : \_\_\_\_\_

b) Local \_\_\_\_\_

Contact No. : \_\_\_\_\_

Qualifications :                     M.Tech                    Environmental Engineering                    

Date of Birth :                     05.04.1980                     Name of Post :                     Lecturer                    

No. & Date of Appointment Order :                     25.9.2006                    

Salary & Scale :                     8000 - 275 - 13500                    

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date:                     26/9/2006                    

                    M.C. Mahesh Kumar                      
Signature

Counter Signed by the Head of the Department :

                    P. P. Rao                      
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of .....                    26/9/2006                    .....

CC to : Accounts / Personal File

                    AS                    

                    [Signature]                      
Principal



# ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ) Jayanagar Education Society (R)

ಸಂಖ್ಯೆ 27/2, 33ನೇ ಕ್ರಾಸ್, 2ನೇ ಮುಖ್ಯ ರಸ್ತೆ, 7ನೇ ಬ್ಲಾಕ್, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560 070, 080-2664 9277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560 070. 080-2664 9277

1<sup>st</sup> Nov 2022

Mr. M C Mahesh Kumar  
Near Janatha bazar bus stop, No.154,  
50 ft Road, BSK 3<sup>rd</sup> stage  
Bengaluru

Dear Mr. M C Mahesh Kumar

**Subject:** Promoted as Associate Professor in the Department of Civil Engineering for City Engineering College (CEC) with effect from 1-11-2022

We are happy to inform you that you have been appointed as Associate Professor in the department of Civil Communication Engineering for City Engineering College, Doddakallasandra, Bengaluru -560061, with the following terms and conditions:

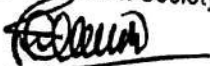
Your date of Promotion will be 1-11-2022. Please give your acceptance to the Principal of the College and Complete the formalities.

1. You will be on one-year probationary period, if the performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore.
2. You will be paid in the AICTE Scale and other admissible allowances.
3. As a Associate Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, Professional Secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution.
4. You are require to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address, Date of Birth, Mobile number and Email Id, also submit two passport size photos.
5. You are required to produce two letters of reference from the persons known to you for the last two years.
6. You shall work on full time basis from 9A.M to 5.30PM and should not leave the college without the written permission of the principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays.
7. You are entitle for 12 days of casual leave per year, one casual leave for every completed month of service and CL can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months.
8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation.
9. You cannot resign or discontinue your services within the Semester as per VTU rules. Your may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the City Engineering college and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interest of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.
10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/prolonged illness and not fit to work. (Proof of documentary evidence is required in all cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the college.



11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.
12. If you decide to discontinue the job on your own in the middle of the academic year, the academic schedule and classes will get affected. Hence you are required to give three months notice, prior to the last working day (i.e. if the last working day of the semester is June 15<sup>th</sup> notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the college to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.
13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Dist, Software CDs, Cupboard and Drawer keys, Camera etc., to the Administrative Officer / Trustees and Submit NOC to the Principal.
14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc, or work related to annual day celebrations, academic activities (library conferences/seminars/workshop), functions or attending principal's meeting, internal audit committees, higher officials of the institution, stock verification or any other work assigned by the Principal/ Director/Trustees/higher officials of the institution.
15. Special benefits and consideration for employees:
- Marriage: employees completed two years of continuous service in teaching/non-teaching category (in any of the institution under City Group of Institutions are eligible for 1-week paid leave.
  - Maternity leave (ML) (Applicable for Female staff members): should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.
16. Every year member of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.
17. Your job is transferable to any institution under Jayanagar Education Society/ Associated/ Collaborated Institutions India including the new institutions proposed to be established in different parts of India.
18. If you are satisfied with the above conditions and willing to join or continue in our institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College.

For Jayanagar Education Society (R)

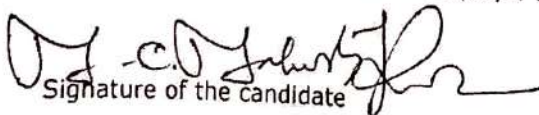


K.R. Paramahansa  
President

Authorized Signatory

### LETTER OF ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions; I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society @, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.



Signature of the candidate

Name: Mahesh Kumar M.C  
Mob: 9241074405



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೨ ೯೩೨೨  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

05<sup>th</sup> August 2014

Mr. Guruprasad N  
#526, 8th Main,, 02nd Cross, H Block,  
R. K. Nagar,  
Mysore

Dear Mr. Guruprasad N

**Sub:** Appointment as an Assistant Professor In the Department of Civil Engineering Branch.

This is to intimate you that, you have been appointed as Assistant Professor, Department of Civil Engineering Branch In City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society@.
2. You will be paid total emoluments of ₹ 26, 720/- per month in the AICTE Scale
3. As an Assistant Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society, and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

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7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have jointed the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society Institutions.

9. Your job is transferrable to any of the Institutions under Jayanagar Education Society or associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.


With best wishes,  
for Jayanagar Education Society®  
**For CITY ENGINEERING COLLEGE**

  
President/Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date: 05/08/2014

  
Signature of the candidate  
Name: GURUPRASAD N



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : GURUPRASAD N

ADDRESS : a) PERMANENT #526, 8th main, 2nd cross, "H" block  
WITH PHONE No. Ramakrishna nagar, Mysore

b) LOCAL \_\_\_\_\_

QUALIFICATIONS : B.E, M.tech.

DATE OF BIRTH : 14/09/1989

NAME OF POST : Assistant Professor

NO. & DATE OF APPOINTMENT ORDER : 05/08/2014

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 05/08/2014

Guruprasad N

Signature

Counter signed by the Head of the Department

[Signature]

Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 05/08/2014

[Signature]

CC to : Accounts/Personal file

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಘ (ರಿ)  
**Jayanagar Education Society (R)**

ಶಿಕ್ಷಣ ಸಂಘದ ಕಛೇರಿ, 2ನೇ ಮುಖ್ಯ ರಸ್ತೆ, 7ನೇ ಬ್ಲಾಕ್, ಜಯನಗರ-ಬೆಂಗಳೂರು-560 079. ಫೋನ್: 2564 9277  
ಶಿಕ್ಷಣ ಸಂಘದ ಕಛೇರಿ, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 079. ☎ 2564 9277.

28<sup>th</sup> March 2016

Mt. Vinay Kumar S N  
D/O Saraswathi,  
Narayana's Nilaya 10<sup>th</sup> Main,  
Jnanahochhinagar  
Bangalore.

Dear Mt. Vinay Kumar S N

**Sub:** Appointment as an Assistant Professor in the Department of Civil Engineering Branch.

This is to intimate you that, you have been appointed as Assistant Professor Department of Civil Engineering branch in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society@.

2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale

3. As Assistant Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.

4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.

5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.

6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

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7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is given by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the cost of advertising, conducting Interviews, expenses, professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the Institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society Institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

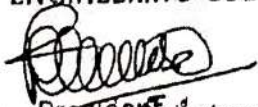
10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagar Education Society@

For CITY ENGINEERING COLLEGE



Principal/Secretary

**ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society @, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

*Vinay Kumar S.N.*  
Signature of the candidate  
Name : VINAY KUMAR S.N.

Date :

Mr. Vinay Kumar - Clear  
Ph.D. Registration



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Vinay Kumar S.N.

ADDRESS : a) PERMANENT Vinay Kumar S.N. 8/0 Nagaraju St., Bolaji  
Kolar, Kolar extension, Kolar (T), Tumkur (D)

b) LOCAL C/o Saraswathi, #6, Lokmanya,  
Innanayakanahalli, Bangalore, 560056

QUALIFICATIONS : M.E. (Environmental Engineering)

DATE OF BIRTH : 22/07/1991

NAME OF POST : ASSISTANT PROFESSOR

NO. & DATE OF APPOINTMENT ORDER : 29-03-2016

SALARY & SCALE : 23,300 / month

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 29-03-2016

Vinay Kumar S.N.  
Signature

Counter signed by the Head of the Department

M. C. Mahesh Kumar  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 29-03-2016

CC to : Accounts/Personal file

[Signature]  
Principal



# ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ) Jayanagar Education Society (R)

ನಂ. ೨೭/೨, ೨ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ಫ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ಫ 2664 9277

28<sup>th</sup> December 2016

Mr. Nishant Kumar  
Ward 3, Near 3<sup>rd</sup> Crossm  
Jayanagar, Gangavathi,  
Koppal

Dear Mr. Nishant Kumar

**Sub:** Appointment as an Assistant Professor in the Department of Civil Engineering Branch.

This is to intimate you that, you have been appointed as Assistant Professor Department of Civil Engineering branch in City Engineering College from 30<sup>th</sup> December 2016, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale
3. As Assistant Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorized, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
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7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of Increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society Institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new institutions and institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the college for immediate verification by the VTU/AICTE or any inspection committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this appointment letter and affix your signature on the second copy and return the same to the Principal along with original certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the college in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 30/12/16

Nish:-

Signature of the candidate  
Name :



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Nishant Kumar

ADDRESS : a) PERMANENT Ward 3, near 3<sup>rd</sup> cross Jayanagar  
WITH PHONE No. Gangavathi, Koppal

b) LOCAL \_\_\_\_\_

QUALIFICATIONS : B.E. M.Tech

DATE OF BIRTH : 06-04-1992

NAME OF POST : Assistant Professor

NO. & DATE OF APPOINTMENT ORDER : 30-12-2016

SALARY & SCALE : 23,300/-

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 30-12-2016

Nishi  
Signature

Counter signed by the Head of the Department

M. C. Nishant Kumar  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 30-12-2016

CC to : Accounts/Personal file

GM  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)

# Jayanagar Education Society (R)

ನಂ 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ 080 26649...  
No 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070 ☎ 080 26649277

29<sup>th</sup> July 2019

Mr. Jayanth K S  
D229, Mahaveer Marvel Apartments,  
Kodichikanahalli Main Road,  
Bengaluru

Dear Jayanth K S

**Sub:** Appointment as an Assistant Professor In the Department of Civil Engineering - reg

This is to intimate you that, you have been appointed as Assistant Professor Department of Civil Engineering in City Engineering College w. e. f. 01<sup>st</sup> August 2019, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.

2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale

3. As a Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.

4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.

5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.

6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new institutions and institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid by you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

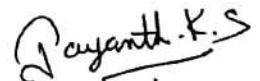


President / Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date :



Signature of the candidate

Name : Jayanth . K . S



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

003

NAME : Jayanth .K .S

ADDRESS : a) PERMANENT #113, CCB Quarters, Appaji Rao compound  
WITH PHONE No. Kote road, Shivamogga - 577201

b) LOCAL D229, Mahaveer Mawad apartments,  
Kodichikamahalli Main road,  
Bangalore

QUALIFICATIONS : M.Tech [Transportation Engg & Management]

DATE OF BIRTH : 02 / 11 / 1995

NAME OF POST : Assistant professor.

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 01/08/2019

Jayanth .K .S  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department  
10.02.20

He/She is permitted to join duty on the forenoon / afternoon of 10.2.20

CC to : Accounts / Personal File

[Signature]  
Principal 10.2.20  
PRINCIPAL  
CITY ENGINEERING COLLEGE  
Kanakapura Main Road, BANGALORE - 560 061



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ 080 28849  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070 ☎ 080 28849277

26<sup>th</sup> February 2020

Mr. Manjunath K E  
S/o Eshwarappa A S  
Chikk devarahalli,  
Channagiri  
Davanagere

Dear Manjunath K E

**Sub:** Appointment as an Assistant Professor in the Department of Civil Engineering - reg

This is to intimate you that, you have been appointed as Assistant Professor Department of Civil Engineering in City Engineering College w. e. f. 01<sup>st</sup> March 2020, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.

2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale

3. As a Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.

4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.

5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the middle of the academic year.

6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of Increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid by you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date :

Signature of the candidate

Name :

Manjunath. K.E



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

004

NAME : Manjunath.K.E

ADDRESS : a) PERMANENT s/o Eshwarappa. A.S. Chikk devanahalli  
WITH PHONE No. Devanahalli (P) Channagiri (R) Davanagere

b) LOCAL \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

QUALIFICATIONS : B.E. M.Tech

DATE OF BIRTH : 9/5/1995

NAME OF POST : Assistant professor.

NO. & DATE OF APPOINTMENT ORDER : 2/3/2020

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

M. J. K. E  
Signature

Date : 2/3/2020

Counter signed by the Head of the Department

[Signature]  
Head of the Department  
2-3-20

He/She is permitted to join duty on the forenoon / afternoon of 2.3.20

CC to: Accounts / Personal File

[Signature]  
Principal  
2-3-20





ಜ ಯ ನ ಗ ರ ಶಿ ಕ್ಷ ಣ ಸಂ ಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

**Ms. Sowmya Naik. P. T**  
**D/o Dr. P. R. Thippeswamy Naik,**  
**#66, 1<sup>st</sup> Main Road, Renukambanagar,**  
**Chunchagatta Main Road,**  
**Konankunte Post,**  
**Bangalore – 560085.**

**Date: 01/08/2007**

Dear Sowmya Naik. P. T


This is to intimate you that, you have been appointed as a Lecturer in Computer Science & Engineering Dept. in our **CITY ENGINEERING COLLEGE**, w .e .f. 01/08/2007 based on your application and personal interview you had with following terms, the conditions, and us.

1. Your post will be confirmed subject to the satisfactory completion of One year Probation compulsorily and to be confirmed by a separate letter of appointment from the Management.
2. You will be paid total emoluments of Rs.10,000/- (**Rs. Ten Thousand only**) Per month Consolidated with a basic of Rs. 8,000 + Rs. 2,000 other allowances as per norms.
3. As a Lecturer Computer Science & Engineering Department, you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorisedly absenting more than three times is liable for termination of job.
5. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31<sup>st</sup> in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July the management should approve every year and the same. The condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interests.

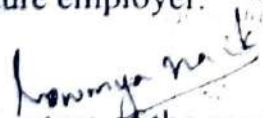
6. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti management activities or if you get a Government job (proof required).
7. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated damages to the college to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
8. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
9. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
10. If you are satisfied with the above conditions and willing to join our college please retain the first copy of this Appointment letter and append your signature on the second copy and return the same.

With best wishes,

Yours sincerely,

  
Principal.  
City Engineering College.

I have read the above terms and conditions, I have understood the contents fully, and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and I agree to submit/surrender my original Marks Statements to the Management, I also declare that I have the eligibility to teach as per UGC or/and AICTE norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.

  
Signature of the candidate:

Date: 1/08/2007



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Sowmya Naik. P. T

ADDRESS : a) PERMANENT No. 66, 1<sup>st</sup> Main Road, Renukasagar,

WITH PHONE No.

Chunchagatta Mn Rd, Konankunte Post, Bangalore - 62  
PH :- 0810-26323126, 9986864276

b) LOCAL

QUALIFICATIONS : B.E

DATE OF BIRTH : 21-05-1985

NAME OF POST : Lecturer

NO. & DATE OF APPOINTMENT ORDER : 1-08-2007

SALARY & SCALE : Rs. 10,000

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 1-08-2007

Sowmya Naik

Signature

Counter signed by the Head of the Department

P. N. H. B.  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 1<sup>st</sup> Aug 2007

CC to : Accounts/Personal file

One guly  
Principal



# ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ) Jayanagar Education Society (R)

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070 ☎ 2664 9277

28<sup>th</sup> December 2018

Dr. K. G. S. Venkatesan  
#14-193 Krishna Reddy Nagar,  
Thimmi Reddy Palem, Auto Nagar,  
Thirupathi

Dear K. G. S. Venkatesan

**Sub:** Appointment as a Professor in the Department of Computer Science & Engineering Branch - reg

This is to intimate you that, you have been appointed as Professor, Department of Computer Science & Engineering in City Engineering College with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 75,000/- ( ₹ Seventy Five Thousand Only) per month Consolidated in the AICTE Scale inclusive of other admissible allowances.
3. As a Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

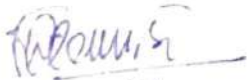
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date :

Signature of the candidate

Name : Dr. K.G.S. Venkatesan



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : K.G.S. Venkatesan

ADDRESS : a) PERMANENT No. 450, 3<sup>rd</sup> Cross  
WITH PHONE No. 8<sup>th</sup> Main Gubbalala Village, B'lore-61

b) LOCAL # 14-193, Krishna Reddy Nagar  
Thimmi Reddy Palem, Auto Nagar  
Tisupathi - 517507

QUALIFICATIONS : M.Tech, Ph.D.

DATE OF BIRTH : 11/05/1972

NAME OF POST : Professor

NO. & DATE OF APPOINTMENT ORDER : 28<sup>th</sup> December 2018

SALARY & SCALE : 75,000/-

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date :

*K.G.S. Venkatesan*  
Signature

Counter signed by the Head of the Department

*S. Srinivasan*  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts/Personal file

*Ramesh Babu*  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070 ☎ 080 26649277

16<sup>th</sup> August 2019

Dr. Nanda Kumar A.N  
Hebbal  
Bengaluru

Dear Dr Nanda Kumar

**Sub:** Appointment as a Professor in the Department of Computer Science & Engineering Branch.

This is to intimate you that, you have been appointed as Professor Department of Computer Science & Engineering branch in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of Rs. 50,000/- per month.
3. As Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 4.30 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorized, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.
7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will got affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have jointed the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

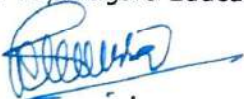
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

#### ACCEPTANCE OF THE EMPLOYEEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date: 16.8.2019

Signature of the candidate   
Name: A. N. NANDAKUMAR





# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

002

NAME : Dr. A. N. Nanda Kumar

ADDRESS : a) PERMANENT #3, Munneswara Block  
WITH PHONE No. Cholanayakanahalli, Cholanagar

b) LOCAL SSA Road, Hebbal -  
Bg - 32

QUALIFICATIONS : BSc, BE, M.Tech, Ph.D.

DATE OF BIRTH : 19.01.1953

NAME OF POST : Professor

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 16.08.2019

*(Signature)*

Signature

Counter signed by the Head of the Department

Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 16.08.2019

CC to : Accounts / Personal File



*(Signature)*  
Principal  
CITY ENGINEERING COLLEGE  
Kanakapura Main Road, BANGALORE - 560 061



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

01<sup>st</sup> February 2022

Dr. M. Vinaya Babu,  
H. No. 11-7-8,  
Kalidas Street,  
Bapatla,  
Guntur-522101

Dear M. Vinaya Babu,,

Sub: Appointment as Associate Professor in the department of Computer Science & Engineering for City Engineering College (CEC) with effect from 01/02/2022

This is to inform you that you have been appointed as Associate Professor the department of Computer Science & Engineering for CITY Engineering College, Doddakallasandra, Bengaluru-560061, with the following terms and conditions:

Your date of appointment will be First February 2022. Please give joining report to the Principal of the College and complete the joining formalities.

1. You will be on one-year probationary period, if the Performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore.
2. You will be paid in the AICTE Scale of ₹55,000/- and other admissible allowances.
3. As a Associate Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution .
4. You are required to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address, Date of Birth, Mobile number and Email Id, also submit two passport size photos.
5. You are required to produce two letters of reference from the persons known to you for the last two years
6. You shall work on full time basis from 9A.M to 5.30P.M and should not leave the college without the written permission of the Principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays.
7. You are entitled for 12 days of casual leave per year, one casual leave for every completed month of service and CL can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months.
8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation.
9. You cannot resign or discontinue your services within the Semester as per VTU rules. You may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the CITY Engineering College and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year
10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness and not fit to work (Proof of documentary evidence is required in all cases) You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the College
11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably

12. If you decide to discontinue the job on your own in the middle of the academic Year, the academic schedule and classes will get affected. Hence, you are required to give three months' notice, prior to the last working day (i.e., if the last working day of the semester is June 15<sup>th</sup> notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the College to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.

13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Disk, Software CDs, Cupboard and Drawer keys, Camera etc. to the Administrative Officer/ Trustees and submit NOC to the Principal.

14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/ seminars/ workshop), functions or attending Principal's meetings, internal audit committees, library stock verification or any other work assigned by the Principal/Director/ Trustees/ higher officials of the institution.

15. Special benefits and consideration for employees:

- a) Marriage: Employees completed two years of continuous service in teaching/non-teaching category (in any of the institutions under CITY Group of Institutions are eligible for 1-week paid leave.
- b) Maternity leave (ML) (Applicable for female staff members): Should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight) months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Jayanagar Education Society® Associated/Collaborated Institutions in India including the new institutions proposed to be established indifferent parts of India.

18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College.

For Jayanagar Education Society (R)

  
Authorized Signatory  
President

**Letter of Acceptance of the Employee**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Trust for immediate verification by any visiting inspecting teams. I hereby declare that I have the eligibility to teach and for appointment of above post as per AICTE norms and as long as I am employed with CITY Engineering College under Jayanagar Education Society ® I agree to keep my original certificates under their custody and will be returned upon my proper resignation and relieving from duties. I will not leave the College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, Principal/management can take legal action against me as per the above terms and may inform the future employer and VTU.

  
Signature of the Employee

Name: Dr. Vinay Balu  
Mob:



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

045

NAME : Dr. M. Venaya Babu

ADDRESS : a) PERMANENT Hono 11-7-8, Kaledas Street,  
WITH PHONE No. Bapatla, Guntur - 522101

b) LOCAL \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

QUALIFICATIONS : BSc / MCA / M.Tech / PhD

DATE OF BIRTH : 05-08-1978

NAME OF POST : Associate Professor in Computer Science Engg

NO. & DATE OF APPOINTMENT ORDER : 01-02-2022

SALARY & SCALE : 55,000/-

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 01/02/2022

N. Babu  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 1-2-22

CC to : Accounts / Personal File

[Signature]  
Principal



Phone : 2666 9313 (General)  
Telefax : 2666 9314 (Principal)

# CITY ENGINEERING COLLEGE

Affiliated to VTU, Approved by Govt. of Karnataka and Recognized by AICTE, New Delhi

*Sponsored by Jayanagar Education Society (R)*

Doddakallasandra, Kanakapura Road, Bangalore - 560 062

Mr. Nandish A C  
#644, Lakshmi Nilaya,  
Meenakshi Nagar, Kamakshi Palya,  
New Layout, Magadi Road,  
Bangalore - 560079.

Date: 11/08/2005

Dear Nandish A C

This is to intimate you that, you have been appointed as a Asst. Prof. in Computer Science & Engineering Department in our **CITY ENGINEERING COLLEGE**, w .e .f. 22/08/2005 based on your application and personal interview you had with following terms, the conditions, and us.

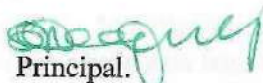
1. r post will be confirmed subject to the satisfactory completion of One year Probation compulsorily and to be confirmed by a separate letter of appointment from the Management.
2. You will be paid total emoluments with basic scale of Rs. 12,000/-(12,000-420-18,300) + DA and Other allowances per month as per norms.
3. As a Prof. & HOD in Computer Science & Engineering Department, you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall work on a full-time basis between 9.00 a.m. and 5.00 p.m. from Monday to Saturday. You should not leave the department without written permission.
5. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorisedly absenting more than three times is liable for termination of job.
6. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31<sup>st</sup> in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July the management should approve every year and the same. The condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interests.

.....2

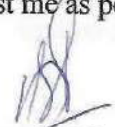
7. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti management activities or if you get a Government job (proof required)
8. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
9. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
10. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
11. If you are satisfied with the above conditions and willing to join our college please retain the first copy of this Appointment letter and append your signature on the second copy and return the same.

With best wishes,

Yours sincerely,

  
Principal.  
City Engineering College.

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statements to the Management, I also declare that I have the eligibility to teach as per UGC or/and AICTE norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.

  
Signature of the candidate:

Date:



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

034

NAME : NANDISH A. C

ADDRESS : a) PERMANENT #147 Ground Floor A Block  
WITH PHONE No. Mamaveer Fortuna Aptmt, G H Sahally

b) LOCAL off Magadi Road Veswanerdom post Block - 91

\_\_\_\_\_  
" )  
\_\_\_\_\_

QUALIFICATIONS : BE, M.Tech

DATE OF BIRTH : 18-02-1977

NAME OF POST : Assistant Professor

NO. & DATE OF APPOINTMENT ORDER : 08-11-2021

SALARY & SCALE : 35,000/-

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Signature

Date: 08-11-2021

Counter signed by the Head of the Department

Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 8-11-21

Principal

CC to : Accounts / Personal File



ಜ ಯ ನ ಗ ರ ಶಿ ಕ್ಷ ಣ ಸಂ ಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ಫ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ಫ 2664 9277.

**Mr. Vivekvardhana Reddy**  
#12,7<sup>th</sup> main 7<sup>th</sup> cross  
Subbanna Garden Vijaya nagar  
Bangalore

01/01/2005

Dear Mr. Vivekvardhana Reddy,

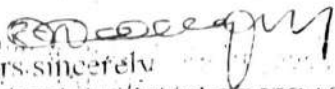
I am pleased to inform you that the management has approved your promotion to the post of Assistant Professor in Computer Science & Engineering. Your promotion is based on your performance as Lecturer in the department and initiative shown in the college work.

1. Your appointment is subject to the satisfactory completion of one-year Probationary period
2. You will be paid Salary in the scale of Rs. 12000/-420-18300 + DA and Other allowances per month
3. As Asst. Professor, you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall work on a full-time basis between 9.00 a.m. and 5.00 p.m. from Monday to Saturday. You should not leave the department without written permission.
5. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorisedly absenting more than three times is liable for termination of job.
6. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31st in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July every year and the same should be approved by the management. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interest.



7. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti-management activities or if you get a Government job (proof required)
8. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of an amount equivalent to 6 months salary drawn by you **RS. 50,000/-** whichever is less.
9. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
10. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
11. If you are satisfied with the above conditions and willing to join our college please retain the first copy of this Appointment letter and append your signature on the second copy and return the same.

With best wishes,

  
Yours sincerely  
**JAYANAGAR EDUCATION SOCIETY**  
Principal  
City Engineering College,  
Vasanihapura, Bangalore-62



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : VIVEKAVARDHANA REDDY . B

ADDRESS : a) PERMANENT S/o N. Jayarama Reddy

WITH PHONE No. Fathima mansion, Kalmi Bazaar, Miller-Pet, Bellary

b) LOCAL #12, 7<sup>th</sup> main, 7<sup>th</sup> Cross

Subbanna Gardens, Vijayanagar

Bangalore - 40

QUALIFICATIONS : [M Tech (CNE)]

DATE OF BIRTH : 01-06-1978

NAME OF POST : Lecturer

NO. & DATE OF APPOINTMENT ORDER : 12-02-04

SALARY & SCALE : 5000 - 275 - 13500

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Vivekavardhana Reddy B

Date : 16-02-04

Signature

Counter signed by the Head of the Department

Head of the Department

He/She is permitted to join duty on the forenoon / ~~afternoon~~ of 16-02-2004

CC to : Accounts/Personal file

Principal



ಜ ಯ ನ ಗ ರ ಶಿ ಕ್ಷ ಣ ಸಂ ಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

**Mr. Girish G. A.**  
**#97, 1<sup>st</sup> Main, 4<sup>th</sup> Cross,**  
**1<sup>st</sup> Stage, MICO Layout,**  
**Arakere, Bannerghatta Road,**  
**Bangalore-76.**

**Date: 14/08/2006**

Dear Girish G. A.

This is to intimate you that, you have been appointed as a Lecturer in Computer Science & Engineering Department in our **CITY ENGINEERING COLLEGE** to report on or before 14/08/2006 based on your application and personal interview you had with following terms, the conditions, and us.


1. Your post will be confirmed subject to the satisfactory completion of One year Probation compulsorily and to be confirmed by a separate letter of appointment from the Management.
2. You will be paid Salary in the scale of Rs.8,000 ( 8000-275-13500) + DA and Other allowances per month.
3. As a Lecturer in Computer Science & Engineering Department, you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall work on a full-time basis between 9.00 a.m. and 5.00 p.m. from Monday to Saturday. You should not leave the department without written permission.
5. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorisedly absenting more than three times is liable for termination of job.
6. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31<sup>st</sup> in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July the management should approve every year and the same. The condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year. which affects the students interests.

.....2

7. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti management activities or if you get a Government job (proof required)
8. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
9. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
10. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
11. If you are satisfied with the above conditions and willing to join our college please conform your date of joining & retain the first copy of this Appointment letter and append your signature on the second copy and return the same.

With best wishes,

Yours sincerely,

  
Principal.  
City Engineering College.

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statements to the Management, I also declare that I have the eligibility to teach as per UGC or/and AICTE norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.

  
Signature of the candidate:

Date:



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

(CS)

Name : G. A. Girish

Address : a) Permanent #97, 1<sup>st</sup> Cross, 4<sup>th</sup> Main,  
1<sup>st</sup> stage. MI Co layout.

Contact No. : Arakere,

b) Local Bannerugatta Road,  
Bangalore - 560 076.

Contact No. : 9844578885

Qualifications : B.E (CS)


Date of Birth : 15/08/1975 Name of Post : Lecturer

No. & Date of Appointment Order : 14/08/2006

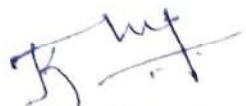
Salary & Scale : 28000/- - 275/- - 13500/-

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 14/08/2006


  
Signature

Counter Signed by the Head of the Department :

  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of .....

  
CO to : Accounts / Personal File

  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭

No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277

Mrs. Ambika P R,  
# 337/32, F-8, B Block 1<sup>st</sup> flr,  
Gurupriya Akashaganga Apts,  
1st main, 3rd cross, ISRO Layout,  
Bangalore-560 078.

25<sup>th</sup> July 2012

Dear Mrs. Ambika P R,

Sub: Appointment as Asst Professor in the Department of Computer Science Eng .

This is to intimate you that, you have been appointed as Asst Professor in Department of Computer Science & Engineering in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagar Education Society®.

2. You will be paid total emoluments of ₹ 23,300/- (₹ Twenty Three Thousand Three Hundred Only ) per month in the AICTE Scale & Other admissible allowances.

3. As an Asst Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.

4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorised absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.

5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.

6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.1,00,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



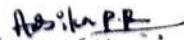
President

ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 25-07-12



  
Signature of the candidate  
Name : AMBIKA P-R



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : Ambika P.R

Address : a) Permanent # 337/32, F8, B Block, 1<sup>st</sup> Floor, Crosswariya Akashaganga, 1<sup>st</sup> Main, 3<sup>rd</sup> cross ISRO layout - Block - 78

Contact No. : 9945133228

b) Local \_\_\_\_\_

Contact No. : \_\_\_\_\_

Qualifications : M.Tech

Date of Birth : 06-08-1982 Name of Post : Assistant - Professor

No. & Date of Appointment Order : 25<sup>th</sup> July 2012

Salary & Scale : 23,300/-

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 24-07-12

Ambika P.R  
Signature

Counter Signed by the Head of the Department :

R. M. S. S.  
25/07/12  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of .....

CC to : Accounts / Personal File

[Signature]  
Principal





ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

**Mr. Surendranatha Gowda D C**  
#119/18, 1<sup>st</sup> Floor, 10<sup>th</sup> Cross,  
Venkateshwara Layout,  
Bangalore-560 029.

Date: 03/03/2008

Dear Surendranatha

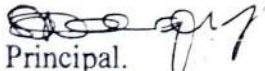
This is to intimate you that, you have been appointed as a Lecturer in Computer Science & Engineering Dept. of our **CITY ENGINEERING COLLEGE, W. E. I.** 03/03/2008 based on your application and personal interview you had with following terms, the conditions, and us.

1. Your post will be confirmed subject to the satisfactory completion of One year Probation compulsorily and to be confirmed by a separate letter of appointment from the Management.
2. You will be paid total emoluments of Rs. 12, 000/- (**Rs. Twelve Thousand Only**) per month consolidated in the scale of Rs. 8000 + 4000 other allowances as per norms.
3. As a Lecturer in Computer Science & Engineering Department you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorisedly absenting more than three times is liable for termination of job.
5. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31<sup>st</sup> in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July the management should approve every year and the same. The condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interests.

6. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti management activities or if you get a Government job (proof required)
7. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
8. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
9. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
10. If you are satisfied with the above conditions and willing to join our college please retain the first copy of this Appointment letter and append your signature on the second copy and return the same.

With best wishes,


Yours sincerely,



Principal.

City Engineering College.

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statements to the Management, I also declare that I have the eligibility to teach as per UGC or/and AICTE norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.

Signature of the candidate: 

Date: 03/03/08



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

(CS)

Name : SUGENDRIANATH Gowda

Address : a) Permanent # 119/18, 1st floor,  
10<sup>th</sup> Cross,

Contact No. : Venkateshwara Layout,

b) Local Bangalore - 560 029.

Contact No. : 9886811478

Qualifications : B.E (CS)

Date of Birth : 10/12/1981 Name of Post : Lecturer

No. & Date of Appointment Order : 02/03/2008

Salary & Scale : 28000/- +4000/-

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 02/03/2008.

Signature

Counter Signed by the Head of the Department :

Head of the Department

He / ~~She~~ is permitted to join duty on the forenoon / afternoon of .....

CC to : Accounts / Personal File

Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277

Ms. Laxmi M Chikkaraddi,  
# 3/10, Swagath Building,  
T Thimmaya road,  
R K Layout, Padmanaba  
Nagar, Bangalore-560 070.

25<sup>th</sup> July 2012

Dear Ms. Laxmi M Chikkaraddi,

Sub: Appointment as Lecturer in the Department of Computer Science Eng .  
This is to intimate you that, you have been appointed as Lecturer in Department of Computer Science & Engineering in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagar Education Society®.
2. You will be paid total emoluments of ₹ 13,100/- (₹ Thirteen Thousand One Hundred Only ) per month in the AICTE Scale & Other admissible allowances.
3. As an Lecturer in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorised absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.1,00,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 25-07-2012



Signature of the candidate

Name : LAXMI M. CHIKKARADDI



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : LAXMI M. CHEKKARADDI

Address : a) Permanent #3/10, SWAGATH BUILDING

J. THIMMAYA ROAD, R.K. LAYOUT, PADMANABHA NAGAR, BANGALORE

Contact No. : 9164712636

b) Local \_\_\_\_\_

Contact No. : \_\_\_\_\_

Qualifications : B.E., M.TECH

Date of Birth : 15/12/2012 Name of Post : LAXMI M. CHEKKARADDI

No. & Date of Appointment Order : 25<sup>th</sup> JULY 2012

Salary & Scale : 13,100/-

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 25/7/2012

L.M.C.  
Signature

Counter Signed by the Head of the Department :

P. M. J. H.  
25/7/12  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of 25/7/12

CC to : Accounts / Personal File

Smart  
Principal



ಜ ಯ ನ ಗ ರ ಶಿ ಕ್ಷಣ ಸಂಘ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯ ರಸ್ತೆ, 7ನೇ ಬ್ಲಾಕ್, ಜಯನಗರ, ಬೆಂಗಳೂರು-560 070. ಫ 2664 9277  
No 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070 ಫ 2664 9277

1<sup>st</sup> September 2018

Mr. B. Ramesh  
3<sup>rd</sup> Floor, 3<sup>rd</sup> Main,  
Near Lakshmi Narasimha Temple,  
Attiguppe, Vijayanagar,  
Bengaluru-560040

Dear B. Ramesh

**Sub:** Appointment as an Assistant Professor in the Department of Computer Science & Engg. - reg

This is to intimate you that, you have been appointed as Assistant Professor Department of Computer Science & Engineering in City Engineering College w. e. f. 01<sup>st</sup> September 2018, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society@.
2. You will be paid Basic 15,600 +AGP 6,000 with admissible allowances per month in the AICTE Scale
3. As a Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have jointed the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

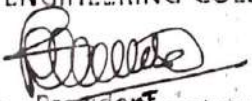
10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,

For Jayanagara Education Society®  
For CITY ENGINEERING COLLEGE

  
President/Secretary


ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date :

1-Sept-2018

Signature of the candidate  
Name :

  
B. Ramesh





# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062

## DUTY JOINING REPORT

NAME : B. RAMESH

ADDRESS : a) PERMANENT C/o: K. Umma  
WITH PHONE No D. No. 26/2, Last floor

b) LOCAL 3<sup>rd</sup> Main Road, Attiguppe

Vijayenagar  
Bangalore-40.

QUALIFICATIONS : B.E (C.S.E)

DATE OF BIRTH : 18-4-1982

NAME OF POST : Lecturer

NO. & DATE OF APPOINTMENT ORDER : 17-09-08

SALARY & SCALE : 12000

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 18-09-08

  
Signature

Counter signed by the Head of the Department

  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 18-09-2008

CC to : Accounts/Personal file

  
Principal



# ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ) Jayanagar Education Society (R)

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

18<sup>th</sup> July 2016

Ms. Deepika R  
C/o. Satish R  
#28, 7<sup>th</sup> Cross, New Bank Colony  
Konanakunte, Bengaluru

Dear Ms. Deepika R

**Sub:** Appointment as an Assistant Professor in the Department of Computer Science & Engineering Branch.

This is to intimate you that, you have been appointed as Assistant Professor Department of Computer Science & Engineering branch in City Engineering College from 18<sup>th</sup> July 2016, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one-year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale
3. As Assistant Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the Institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®




President / Secretary

**ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 18.07.2016

  
Signature of the candidate  
Name : DEEPIKA R



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : DEEPIKA.R

ADDRESS : a) PERMANENT D/O RAMESH.G, KALYA KALYA POST  
WITH PHONE No. MAGADI TALUK, RAMANAGAR DISTRICT

b) LOCAL C/O SATISH.R No/28  
7th CROSS, NEW BANK COLONY  
KONANAKONTE

QUALIFICATIONS : M.TECH

DATE OF BIRTH : 31-10-1991

NAME OF POST : ASSISTANT PROFESSOR

NO. & DATE OF APPOINTMENT ORDER : 18-7-16

SALARY & SCALE : 23300/-

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 18-07-2016

Deepika  
Signature

Counter signed by the Head of the Department

Smt. H  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

GH  
Principal

CC to : Accounts/Personal file



ಜ ಯ ನ ಗ ರ ಶಿ ಕ್ಷ ಣ ಸಂ ಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

Ms. Punitha .P,  
#12, C2 block ,  
Police Qtrs, 8E Main Road,  
4<sup>th</sup> Block Jayanagar,  
Bangalore-11.

08.08.2011

Dear Ms. Punitha .P,

**Sub:** Appointment as Lecturer in the Department of Computer Science.

This is to intimate you that, you have been appointed as Lecturer in the Department of Computer Science City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 15,301 ( ₹ Fifteen Thousand Three Hundred & One Only) per month Consolidated in the AICTE Scale and other admissible allowances.
3. As an Lecturer in the above said department you need to maintain punctuality, teaching standards , discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorised absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year..
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.


With best wishes,  
for Jayanagara Education Society®

  
President / Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 08/08/2011

  
Signature of the candidate  
Name : PUNITHA P





# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.

Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : PUNITHA-P

Address : a) Permanent Nº 12, C2 BLOCK POLICE QUARTERS SE MAIN ROAD, IV BLOCK JAYANAGAR BANGALORE - 11

Contact No. : 9844559788

b) Local same

Contact No. : \_\_\_\_\_

Qualifications : M.E in Information Technology (CES)

Date of Birth : 31/07/1987 Name of Post : \_\_\_\_\_

No. & Date of Appointment Order : 11129 letter

Salary & Scale : 15000/- PW

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 8/8/2011

Punitha-P  
Signature

Counter Signed by the Head of the Department :

P. Manoj dh  
11/08/11  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of 8.8.2011

CC to : Accounts / Personal File

Balaji  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

15<sup>th</sup> January 2021

Mrs. Shashikala H C  
#15/42, 15<sup>th</sup> Main,  
16<sup>th</sup> Cross, Padmanabha Nagar,  
Bengaluru -560070

Dear Shashikala H C

**Subject: Appointment as an Assistant Professor in the Department of CSE - reg**

This is to intimate you that, you have been appointed as Assistant Professor Department of Computer Science & Engineering in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society@.
2. You will be paid total emoluments of ₹ 25,000/- per month in the AICTE Scale
3. As an Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.



7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

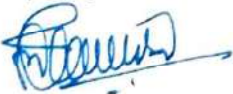
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid by you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date: 18/1/2021

Shashikala H.C.  
Signature of the candidate  
Name: Shashikala H.C.



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

023

NAME : SHASHIKA H. C.

ADDRESS : a) PERMANENT # 15/42, 15<sup>th</sup> cross, 16<sup>th</sup> main  
WITH PHONE No. padmanabha nagar, Bangalore-70

b) LOCAL 15/42, 15<sup>th</sup> cross, 16<sup>th</sup> main  
padmanabha nagar, Bangalore-70

QUALIFICATIONS : M.Tech.

DATE OF BIRTH : 10/03/1975-

NAME OF POST : Asst. Professor

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 18/1/2021

Shashika H. C.  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 18.01.21

CC to : Accounts / Personal File

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070 ☎ 2664 9277

26<sup>th</sup> December 2019

Mrs. Nagashree R A  
#212, 73<sup>rd</sup> Cross, Kumaaswamy Layout,  
1<sup>st</sup> Stage, Bengaluru South,  
Bengaluru-560078

Dear Nagashree R A

**Sub:** Appointment as an Assistant Professor in the Department of Computer Science & Engg. - reg

This is to intimate you that, you have been appointed as Assistant Professor Department of Computer Science & Engineering in City Engineering College w. e. f. 30<sup>th</sup> December 2019, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 25,300/- per month in the AICTE Scale
3. As a Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the Institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society Institutions.

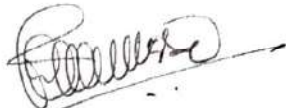
9. Your job is transferrable to any of the Institutions under Jayanagar Education Society or its associated Institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

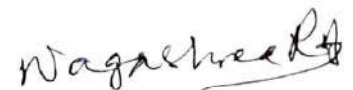


President / Secretary

### **ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date :



Signature of the candidate  
Name :



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

010

NAME : Mrs. Nagashree. R.A.

ADDRESS : a) PERMANENT #212, 73<sup>rd</sup> Cross, Kumara Swamy  
WITH PHONE No. Layout, 1<sup>st</sup> Stage, Bangalore South

b) LOCAL Bangalore - 560078.

QUALIFICATIONS : B.E, M.Tech

DATE OF BIRTH : 16-02-1985

NAME OF POST : Asst. Professor.

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date 30-12-2019

*Nagashree R.A.*

Signature

Counter signed by the Head of the Department

*[Signature]*

Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

*[Signature]*

Principal

PRINCIPAL

CC to : Accounts / Personal File



# ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ) Jayanagar Education Society (R)

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

14<sup>th</sup> November 2022

Mr. Gangappa B Demannavar,  
#114, Srubuvas Wilaya, 7<sup>th</sup> Cross, 30<sup>th</sup> Main,  
BSK 3<sup>rd</sup> Stage,  
Bengaluru-560085

Dear Gangappa B Demannavar,

**Subject: Appointment as an Assistant Professor in the Department of CSE – reg**

This is to intimate you that, you have been appointed as Assistant Professor Department of Computer Science & Engineering in City Engineering College, w. e. f. 14/11/2022 with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 30,000/- per month in the AICTE Scale
3. As an Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving two months prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
For Jayanagar Education Society®



President / Secretary

### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 14/11/22

Signature of the candidate

Name : Gangappa D



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

062

NAME : Gangappa .B. Demannavar

ADDRESS : a) PERMANENT #303, Ghataprabha main Road  
WITH PHONE No. Dhupdal, Taluk: Gokak, Dist: Belgaum

b) LOCAL #114, St. Mary's Nilaya, 2<sup>th</sup> Cross  
30<sup>th</sup> main, BSK 3<sup>rd</sup> stage  
Bangalore - 560085

QUALIFICATIONS : BE, M.Tech

DATE OF BIRTH : 10/09/1985

NAME OF POST : Assistant professor

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : Rs. 30,000/-

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 14/11/22

G. Demannavar  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts / Personal File

[Signature]  
Principal





# ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ) Jayanagar Education Society (R)

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೧೧  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070 ☎ 2664 9211

23<sup>rd</sup> December 2019

Mr. Doreswamy G S  
#06,7<sup>th</sup> Cross, Ullal Main Road,  
Muneshwara Nagar,  
Bengaluru-56

Dear Doreswamy G S

**Sub:** Appointment as an Assistant Professor in the Department of Computer Science & Engg.- reg

This is to intimate you that, you have been appointed as Assistant Professor Department of Computer Science & Engineering in City Engineering College w. e. f. 23<sup>rd</sup> December 2019, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale
3. As a Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

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7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

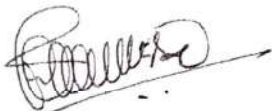
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12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

#### **ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date :

Doregwanj G.S  
Signature of the candidate  
Name :



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

012

NAME : Doreswamy G.S

ADDRESS : a) PERMANENT #06, 7th Cross, Ullal Mn Road  
WITH PHONE No. Muneshwara Nagar

b) LOCAL Bangalore-56

QUALIFICATIONS : B.E, M.Tech

DATE OF BIRTH : 01/06/1990

NAME OF POST : Asst. Professor

NO. & DATE OF APPOINTMENT ORDER : 23/12/2019

SALARY & SCALE : 23,300

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 23/12/19

Doreswamy G.S  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts / Personal File

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬ್ಲಾಕ್, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ☎ ೨೬೮೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070 ☎ 2684 9277

26<sup>th</sup> December 2019

Mrs. Tejaswini B N  
#206, Sree praathi Garden,  
1<sup>st</sup> Main, 2<sup>nd</sup> Cross, V. V. Nagar  
Vasanthapura,  
Bengaluru-56

Dear Tejaswini B N

**Sub:** Appointment as an Assistant Professor In the Department of Computer Science & Engg.- reg

This is to intimate you that, you have been appointed as Assistant Professor Department of Computer Science & Engineering In City Engineering College w. e. f. 26<sup>th</sup> December 2019, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society@.
2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale
3. As a Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

.....2

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of Increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the Institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society Institutions.

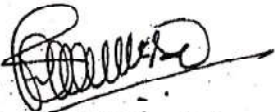
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new institutions and institutions proposed to be started at different parts of India.

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12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

#### **ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date :

*Jegatacho B.N*

Signature of the candidate  
Name :



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

008

NAME : M.s. Tejaswini . B.N.

ADDRESS : a) PERMANENT #-206, Sree Prabhathi Garden,  
WITH PHONE No. 1<sup>st</sup> Main, 2<sup>nd</sup> Cross, V.V. Nagar,

b) LOCAL Varanthalapura, Bengaluru - 560061.

QUALIFICATIONS : B.E., M.Tech.

DATE OF BIRTH : 27-03-1987.

NAME OF POST : Asst. Professor.

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 16-01-2020.

Tejaswini B.N.  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts / Personal File

[Signature]  
Principal

PRINCIPAL  
CITY ENGINEERING COLLEGE  
Kanakapura Main Road, BANGALORE - 560 061



# ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ) Jayanagar Education Society (R)

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೧೧  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070 ☎ 2664 9211

26<sup>th</sup> December 2019

Mr. Rakesh D N  
Sri Venkateshwara PG Centre,  
Vasanthapura Main Road,  
Bengaluru-560061

Dear Rakesh D N

**Sub:** Appointment as an Assistant Professor in the Department of Computer Science & Engg.- reg

This is to intimate you that, you have been appointed as Assistant Professor Department of Computer Science & Engineering in City Engineering College w. e. f. 26<sup>th</sup> December 2019, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 25,300/- per month in the AICTE Scale
3. As a Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

.....2

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the Institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society Institutions.

9. Your job is transferrable to any of the Institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

#### **ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date :

Rakesh D.N

Signature of the candidate  
Name :





# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

005

NAME : RAKESH D.N.

ADDRESS : a) PERMANENT Near KEB OFFICE, SBH Colony  
WITH PHONE No. BIDAR-585401

b) LOCAL C/o. Sri Venkateshwara P.G. Centre  
Vasanthpura Main Road,  
Bangalore. 560061

QUALIFICATIONS : B.E., M.Tech

DATE OF BIRTH : 08-09-1988

NAME OF POST : Asst. Professor

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : 25300/-

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Rakesh D.N.

Date : 26/12/2019

Signature

Counter signed by the Head of the Department \_\_\_\_\_

Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

Ramesh Babu

Principal

PRINCIPAL

CC to : Accounts / Personal File

CITY ENGINEERING COLLEGE  
Kanakapura Main Road, BANGALORE - 560 061



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ 080 26649277

15<sup>th</sup> January 2021

Ms. Vinitha H M  
Bengaluru.

Dear Vinitha H M

**Sub:** Appointment as an Assistant Professor in the Department of CSE - reg

This is to intimate you that, you have been appointed as Assistant Professor Department of Computer Science & Engineering in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society@.
2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale
3. As an Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work. (proof of documentary evidence is required in case.). You will also be relieved within the said probationary year without notice if your services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 18-01-21

Vinutha HM  
Signature of the candidate  
Name : Vinutha HM



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

019

NAME : Vinutha HM

ADDRESS : a) PERMANENT Hosahalli Thandya (V:1) Hunasaghatta (P)  
WITH PHONE No. 7arikese Chikkomagatusu 573028

b) LOCAL \_\_\_\_\_

QUALIFICATIONS : BE (computer science) Mtech (computer science)

DATE OF BIRTH : 05-04-1995

NAME OF POST : Assistant professor

NO. & DATE OF APPOINTMENT ORDER : 18-01-21


SALARY & SCALE : \_\_\_\_\_

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 18-01-21

Vinutha HM  
Signature

Counter signed by the Head of the Department

  
18/1  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 18.01.2021

CC to : Accounts / Personal File

  
18.1.21  
Principal



ಜ ಯ ನ ಗ ರ ಶಿ ಕ್ಷ ಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

01<sup>st</sup> February 2022

Ms. Salika Fathima F  
#553, 5<sup>th</sup> Main Road,  
Iliyas nagar,  
Pipeline Ring Road, J. P. Nagar,  
Bengaluru South.

Dear Salika Fathima F

Sub: Appointment as Assistant Professor in the department of Computer Science & Engineering for City Engineering College (CEC) with effect from 01/02/2022

This is to inform you that you have been appointed as Assistant Professor the department of Computer Science & Engineering for CITY Engineering College, Doddakallasandra, Bengaluru-560061, with the following terms and conditions:

Your date of appointment will be First February 2022. Please give joining report to the Principal of the College and complete the joining formalities.

1. You will be on one-year probationary period, if the Performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore.
2. You will be paid in the AICTE Scale of ₹23,300/- and other admissible allowances.
3. As a Assistant Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution .
4. You are required to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address, Date of Birth, Mobile number and Email Id, also submit two passport size photos.
5. You are required to produce two letters of reference from the persons known to you for the last two years
6. You shall work on full time basis from 9A.M to 5.30P.M and should not leave the college without the written permission of the Principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays.
7. You are entitled for 12 days of casual leave per year, one casual leave for every completed month of service and CL can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months.
8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation.
9. You cannot resign or discontinue your services within the Semester as per VTU rules. You may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the CITY Engineering College and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.
10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness and not fit to work. (Proof of documentary evidence is required in all cases) You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the College
11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

12. If you decide to discontinue the job on your own in the middle of the academic Year, the academic schedule and classes will get affected. Hence, you are required to give three months' notice, prior to the last working day (i.e., if the last working day of the semester is June 15<sup>th</sup> notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the College to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.

13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Disk, Software CDs, Cupboard and Drawer keys, Camera etc. to the Administrative Officer/ Trustees and submit NOC to the Principal.

14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/ seminars/ workshop), functions or attending Principal's meetings, internal audit committees, library stock verification or any other work assigned by the Principal/Director/ Trustees/ higher officials of the institution.

15. Special benefits and consideration for employees:

- a) Marriage: Employees completed two years of continuous service in teaching/non-teaching category (in any of the institutions under CITY Group of Institutions are eligible for 1-week paid leave.
- b) Maternity leave (ML) (Applicable for female staff members): Should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight) months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Jayanagar Education Society® Associated/Collaborated Institutions in India including the new institutions proposed to be established indifferent parts of India.

18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College.

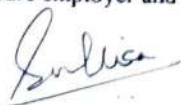
For Jayanagar Education Society (R)



K.R. Paramahansa  
Authorized Signatory

#### Letter of Acceptance of the Employee

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Trust for immediate verification by any visiting inspecting teams. I hereby declare that I have the eligibility to teach and for appointment of above post as per AICTE norms and as long as I am employed with CITY Engineering College under Jayanagar Education Society ®. I agree to keep my original certificates under their custody and will be returned upon my proper resignation and relieving from duties. I will not leave the College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, Principal/management can take legal action against me as per the above terms and may inform the future employer and VTU.



Signature of the Employee

Name: Sallika Fathima  
Mob:



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

051

NAME : Saleka Fathima.

ADDRESS : a) PERMANENT # 553, 5<sup>th</sup> main road, Ilyas Nagar,  
WITH PHONE No. Pipeline Ring Road, J.P. Nagar

b) LOCAL \_\_\_\_\_

— II —

QUALIFICATIONS : BE / M.Tech

DATE OF BIRTH : 27-12-1995

NAME OF POST : Assistant Professor

NO. & DATE OF APPOINTMENT ORDER : 07/02/2022

SALARY & SCALE : 23,300/-

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 07/02/2022

Saleka Fathima  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 7-2-22

CC to : Accounts / Personal File

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ . 080 26649277

01<sup>st</sup> February 2022

Mrs. Jamuna B. S.  
#6, 11<sup>th</sup> Cross, Killari Road,  
Bengaluru-560053

Dear Jamuna B. S.

Sub: Appointment as Assistant Professor in the department of Computer Science & Engineering for City Engineering College (CEC) with effect from 01/02/2022

This is to inform you that you have been appointed as Assistant Professor the department of Computer Science & Engineering for CITY Engineering College, Doddakallasandra, Bengaluru-560061, with the following terms and conditions

Your date of appointment will be First February 2022. Please give joining report to the Principal of the College and complete the joining formalities.

1. You will be on one-year probationary period, if the Performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore.
2. You will be paid in the AICTE Scale of ₹23,300/- and other admissible allowances.
3. As a Assistant Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution .
4. You are required to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address, Date of Birth, Mobile number and Email Id, also submit two passport size photos.
5. You are required to produce two letters of reference from the persons known to you for the last two years
6. You shall work on full time basis from 9A M to 5.30P.M and should not leave the college without the written permission of the Principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays.
7. You are entitled for 12 days of casual leave per year, one casual leave for every completed month of service and CL can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months.
8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation.
9. You cannot resign or discontinue your services within the Semester as per VTU rules. You may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the CITY Engineering College and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.
10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness and not fit to work. (Proof of documentary evidence is required in all cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the College.
11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.



12. If you decide to discontinue the job on your own in the middle of the academic Year, the academic schedule and classes will get affected. Hence, you are required to give three months' notice, prior to the last working day (i.e., if the last working day of the semester is June 15<sup>th</sup> notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the College to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.

13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Disk, Software CDs, Cupboard and Drawer keys, Camera etc. to the Administrative Officer/ Trustees and submit NOC to the Principal

14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/ seminars/ workshop), functions or attending Principal's meetings, internal audit committees, library stock verification or any other work assigned by the Principal/Director/ Trustees/ higher officials of the institution.

15. Special benefits and consideration for employees:

- a) Marriage: Employees completed two years of continuous service in teaching/non-teaching category (in any of the institutions under CITY Group of Institutions are eligible for 1-week paid leave.
- b) Maternity leave (ML) (Applicable for female staff members): Should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight) months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Jayanagar Education Society® Associated/Collaborated Institutions in India including the new institutions proposed to be established indifferent parts of India.

18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College.

For Jayanagar Education Society (R)

  
K.R. Paramahansa  
Authorized Signatory  
President

#### Letter of Acceptance of the Employee

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Trust for immediate verification by any visiting inspecting teams. I hereby declare that I have the eligibility to teach and for appointment of above post as per AICTE norms and as long as I am employed with CITY Engineering College under Jayanagar Education Society ®. I agree to keep my original certificates under their custody and will be returned upon my proper resignation and relieving from duties. I will not leave the College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, Principal/management can take legal action against me as per the above terms and may inform the future employer and VTU.



Signature of the Employee

Name  
Mob



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

049

NAME : Mrs. Jamuna. B. S

ADDRESS : a) PERMANENT # 6, 11th Cross, Kilarie Road,  
WITH PHONE No. Bengaluru - 560053

b) LOCAL \_\_\_\_\_

QUALIFICATIONS : BE / M.Tech

DATE OF BIRTH : 05-08-1990

NAME OF POST : Assistant Professor

NO. & DATE OF APPOINTMENT ORDER : 07/02/2022

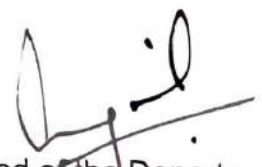
SALARY & SCALE : 23,300/-

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 07/02/2022

  
Signature

Counter signed by the Head of the Department

  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 7-2-22

CC to : Accounts / Personal File

  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ✆ ೨೬೬೪ ೯೨೨೨  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070 ✆ 2664 9277

26<sup>th</sup> December 2019

Mr. Channabasappa Nanna  
Gulbarga-585103

Dear Channabasappa Nanna

**Sub:** Appointment as an Assistant Professor in the Department of Computer Science & Engg.- reg

This is to intimate you that, you have been appointed as Assistant Professor Department of Computer Science & Engineering in City Engineering College w. e. f. 01<sup>st</sup> January 2020, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.

2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale

3. As a Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.

4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.

5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.

6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in case<sup>^</sup>). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

.....2

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid by you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

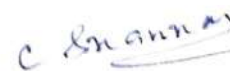


President / Secretary

#### **ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date :

  
Signature of the candidate  
Name :



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

007

NAME : Channabasappa Nanna

ADDRESS : a) PERMANENT Sharana Nagar,  
WITH PHONE No. Gulbarga - 585103

b) LOCAL \_\_\_\_\_

QUALIFICATIONS : B.E., M.Tech

DATE OF BIRTH : 23-12-1986

NAME OF POST : Asst. Professor

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : 23,300/-

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 01-01-2020

C. Nanna  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts / Personal File

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬ್ಲಾಕ್, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ 080 26649277

No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ 080 26649277

01<sup>st</sup> February 2022

Mr. Naveen M  
#39, Punugunmaraha Halli,  
Tavkere Hobli,  
Bengaluru-562130

Dear Naveen M,

Sub. Appointment as Assistant Professor in the department of Computer Science & Engineering for City Engineering College (CEC) with effect from 01/02/2022

This is to inform you that you have been appointed as Assistant Professor the department of Computer Science & Engineering for CITY Engineering College, Doddakallasandra, Bengaluru-560061, with the following terms and conditions

Your date of appointment will be First February 2022. Please give joining report to the Principal of the College and complete the joining formalities.

1. You will be on one-year probationary period, if the Performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore
2. You will be paid in the AICTE Scale of ₹24,800/- and other admissible allowances
3. As a Assistant Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution
4. You are required to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address. Date of Birth, Mobile number and Email Id, also submit two passport size photos
5. You are required to produce two letters of reference from the persons known to you for the last two years
6. You shall work on full time basis from 9A.M to 5.30P.M and should not leave the college without the written permission of the Principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays
7. You are entitled for 12 days of casual leave per year, one casual leave for every completed month of service and CL can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months
8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation
9. You cannot resign or discontinue your services within the Semester as per VTU rules. You may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the CITY Engineering College and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.
10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness and not fit to work. (Proof of documentary evidence is required in all cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the College
11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably

12. If you decide to discontinue the job on your own in the middle of the academic Year, the academic schedule and classes will get affected. Hence, you are required to give three months' notice, prior to the last working day (i.e., if the last working day of the semester is June 15<sup>th</sup> notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the College to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.

13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Disk, Software CDs, Cupboard and Drawer keys, Camera etc. to the Administrative Officer/ Trustees and submit NOC to the Principal.

14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/ seminars/ workshop), functions or attending Principal's meetings, internal audit committees, library stock verification or any other work assigned by the Principal/Director/ Trustees/ higher officials of the institution.

15. Special benefits and consideration for employees:

- a) Marriage: Employees completed two years of continuous service in teaching/non-teaching category (in any of the institutions under CITY Group of Institutions are eligible for 1-week paid leave.
- b) Maternity leave (ML) (Applicable for female staff members). Should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight) months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Jayanagar Education Society® Associated/Collaborated Institutions in India including the new institutions proposed to be established indifferent parts of India.

18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College.

For Jayanagar Education Society (R)

  
K.R. P. Mahamsa  
Authorized Signatory  
President

#### **Letter of Acceptance of the Employee**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Trust for immediate verification by any visiting inspecting teams. I hereby declare that I have the eligibility to teach and for appointment of above post as per AICTE norms and as long as I am employed with CITY Engineering College under Jayanagar Education Society ® I agree to keep my original certificates under their custody and will be returned upon my proper resignation and relieving from duties. I will not leave the College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, Principal/management can take legal action against me as per the above terms and may inform the future employer and VTU.

Signature of the Employee

Name

Mob



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Naveen. M

ADDRESS : a) PERMANENT # 39, Punygunnanna halli,  
WITH PHONE No. Tharakekere hobli, Bengaluru

b) LOCAL \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

QUALIFICATIONS : B.E, M.Tech

DATE OF BIRTH : 01-09-1989

NAME OF POST : Asst. Professor

NO. & DATE OF APPOINTMENT ORDER : 15-07-2015

SALARY & SCALE : 23,300/-

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date :

Signature

Counter signed by the Head of the Department

Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts/Personal file

Principal





ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277

No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

01<sup>st</sup> February 2022

Mrs. Shruthi Vijay  
#803, Chiguru, 2<sup>nd</sup> Block,  
Banashankari 6<sup>th</sup> Stage,  
Bengaluru-560098

Dear Shruthi Vijay,

Sub: Appointment as Assistant Professor in the department of Computer Science & Engineering for City Engineering College (CEC) with effect from 01/02/2022

This is to inform you that you have been appointed as Assistant Professor the department of Computer Science & Engineering for CITY Engineering College, Doddakallasandra, Bengaluru-560061, with the following terms and conditions:

Your date of appointment will be First February 2022. Please give joining report to the Principal of the College and complete the joining formalities.

1. You will be on one-year probationary period, if the Performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore.
2. You will be paid in the AICTE Scale of ₹23,300/- and other admissible allowances.
3. As a Assistant Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution .
4. You are required to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address, Date of Birth, Mobile number and Email Id, also submit two passport size photos.
5. You are required to produce two letters of reference from the persons known to you for the last two years
6. You shall work on full time basis from 9A.M to 5.30P.M and should not leave the college without the written permission of the Principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays.
7. You are entitled for 12 days of casual leave per year, one casual leave for every completed month of service and CL can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months.
8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation.
9. You cannot resign or discontinue your services within the Semester as per VTU rules. You may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the CITY Engineering College and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.
10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness and not fit to work (Proof of documentary evidence is required in all cases) You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the College
11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

12. If you decide to discontinue the job on your own in the middle of the academic Year, the academic schedule and classes will get affected. Hence, you are required to give three months' notice, prior to the last working day (i.e., if the last working day of the semester is June 15<sup>th</sup> notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the College to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.

13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Disk, Software CDs, Cupboard and Drawer keys, Camera etc. to the Administrative Officer/ Trustees and submit NOC to the Principal.

14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/ seminars/ workshop), functions or attending Principal's meetings, internal audit committees, library stock verification or any other work assigned by the Principal/Director/ Trustees/ higher officials of the institution.

15. Special benefits and consideration for employees:

- a) Marriage: Employees completed two years of continuous service in teaching/non-teaching category (in any of the institutions under CITY Group of Institutions are eligible for 1-week paid leave.
- b) Maternity leave (ML) (Applicable for female staff members): Should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight) months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Jayanagar Education Society® Associated/Collaborated Institutions in India including the new institutions proposed to be established indifferent parts of India.


18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College.

For Jayanagar Education Society (R)

  
K.R. Paramahansa  
Authorized Signatory

#### Letter of Acceptance of the Employee

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Trust for immediate verification by any visiting inspecting teams. I hereby declare that I have the eligibility to teach and for appointment of above post as per AICTE norms and as long as I am employed with CITY Engineering College under Jayanagar Education Society ®. I agree to keep my original certificates under their custody and will be returned upon my proper resignation and relieving from duties. I will not leave the College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, Principal/management can take legal action against me as per the above terms and may inform the future employer and VTU.

  
Signature of the Employee

Name: SHRUTHI VIJAY  
Mob: 9535169492



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

039

NAME : SHRUTHI VIJAY

ADDRESS : a) PERMANENT # 803, CHIGURU, 2<sup>ND</sup> BLOCK, BANASHANKARI  
WITH PHONE No. 6<sup>TH</sup> STAGE, BANGALORE - 560098

b) LOCAL # 803, CHIGURU, 2<sup>ND</sup> BLOCK, BANASHANKARI  
6<sup>TH</sup> STAGE, BANGALORE - 560098.

QUALIFICATIONS : M.TECH

DATE OF BIRTH : 26-01-1991

NAME OF POST : ASSISTANT PROFESSOR

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : 23,300/-

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 21-05-2022

  
Signature

Counter signed by the Head of the Department

  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 21-05-2022

CC to : Accounts / Personal File

  
Principal



ಜ ಯ ನ ಗ ರ ಶಿ ಕ್ಷ ಣ ಸಂ ಸ್ಥಿ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ಫ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ಫ 2664 9277.

**Mrs. Shalini Prasad.**  
#1890, 8<sup>th</sup> Main, 2<sup>nd</sup> Stage,  
K. S. Layout,  
Bangalore-78

26/08/2005

Dear Shalini Prasad:

This is to intimate you that, you have been appointed as a Lecturer in Electronics & Communication Engineering Department in our **CITY ENGINEERING COLLEGE**, to report on or before 29/08/2005 based on your application and personal interview you had with following terms, the conditions, and us.

1. Your post will be confirmed subject to the satisfactory completion of One year Probation compulsorily and to be confirmed by a separate letter of appointment from the Management.
2. You will be paid Salary in the scale of Rs.8,000 ( 8000-275-13500) + DA and Other allowances per month.
3. As a Lecturer in Electronics & Communication Engineering Department, you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall work on a full-time basis between 9.00 a.m. and 5.00 p.m. from Monday to Saturday. You should not leave the department without written permission.
5. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorisedly absenting more than three times is liable for termination of job.
6. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31<sup>st</sup> in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July the management should approve every year and the same. The condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interests.

.....2



7. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti management activities or if you get a Government job (proof required)
8. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
9. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
10. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
11. If you are satisfied with the above conditions and willing to join our college please conform your date of joining & retain the first copy of this Appointment letter and append your signature on the second copy and return the same.

With best wishes,

Yours sincerely,

Principal,  
City Engineering College.

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statements to the Management, I also declare that I have the eligibility to teach as per UGC or/and AICTE norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.

Signature of the candidate:

Date: 26/08/2005



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

(Ead)

Name : SHALINI PRASAD

Address : a) Permanent Hs No. 1890, 10<sup>th</sup> Main, 2<sup>nd</sup> Stage  
Kumar swamy layout, Bangalore - 78

Contact No. : 9449445388

b) Local SAME

Contact No. : \_\_\_\_\_

Qualifications : BE (EC) MTech (IT)

Date of Birth : 2<sup>nd</sup> Dec, 1977 Name of Post : Lecturer

No. & Date of Appointment Order : 29-08-2005

Salary & Scale : 8000 Basic

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 29-08-2005

S. Prasad  
Signature

Counter Signed by the Head of the Department :

[Signature]  
29/08/05  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of .....

[Signature] AD

CC to : Accounts / Personal File

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಘ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೨೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

**Mr. Ravindra S**  
**#24/4, 2<sup>nd</sup> Floor, 1<sup>st</sup> Cross,**  
**Kuvempu Main Road,**  
**Hobbal, Kempapura,**  
**Bangalore-24.**

**Date: 17/08/2006**

**Dear Ravindra S**

**This is to intimate you that, you have been appointed as a Asst. Professor in Electronics & Communication Engineering Department in our CITY ENGINEERING COLLEGE, to report on or before 17/08/2006 based on your application and personal interview you had with following terms, the conditions, and us.**

1. Your post will be confirmed subject to the satisfactory completion of One year Probation compulsorily and to be confirmed by a separate letter of appointment from the Management.
2. You will be paid Salary in the scale of Rs12,000 (12,000-420-18,300) + DA and Other allowances per month.
3. As a Professor in Electronics & Communication Engineering Department, you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall work on a full-time basis between 9.00 a.m. and 5.00 p.m. from Monday to Thursday. You should not leave the department without written permission.
5. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorizedly absenting more than three times is liable for termination of job.
6. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue your services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31<sup>st</sup> in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July the management should approve every year and the condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interests.

.....2



7. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti-management activities or if you get a Government job (proof required)
8. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
9. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
10. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
11. If you are satisfied with the above conditions and willing to join our college please confirm your date of joining & retain the first copy of this Appointment letter and affix your signature on the second copy and return the same.

With best wishes,

Yours sincerely,

Principal  
City Engineering College.

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statement to the Management, I also declare that I have the eligibility to teach as per UGC norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.

Signature of the candidate: *Rambhadrappa*

Date:





# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : RAVINDRA-S

Address : a) Permanent #512, 18<sup>th</sup> cross, 24<sup>th</sup> main,  
J.P. Nagar 2<sup>nd</sup> stage, mysore 570008

Contact No. : 9901299322

b) Local \_\_\_\_\_

Contact No. : 9901299322

Qualifications : M.Tech

Date of Birth : 17-01-1978 Name of Post : Lecturer

No. & Date of Appointment Order : 17<sup>th</sup> August 2006

Salary & Scale : 17,000/- 8000-00 basic

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 28-08-2006

Ravindra S.  
Signature

Counter Signed by the Head of the Department :

Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of .....

CC to : Accounts / Personal File

Babaji  
Principal



ಜ ಯ ನ ಗ ರ ಶಿ ಕ್ಷ ಣ ಸಂ ಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೨ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೨ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೨೦. ಫ ೨೬೬೪ ೯೨೭೭

Date: 14/06/08

Mr. Mallikarjuna.G.S.,  
# 32, 2<sup>nd</sup> Cross, Govi Nayakana Halli,  
Kumar Swamy Layout,  
Bangalore - 78

Dear Mr. Mallikarjuna.G.S.,

**Sub: Appointment as Assistant Professor, City Engineering College, Doddakalliasandra,  
Kanakapura Road, Bangalore - 62.**

We are happy to inform you that, you have been appointed to the above post based on your application and personal interview, on the following terms and conditions:

1. Your appointment is against permanent vacancy and is subject to satisfactory completion of one year probationary period.
2. You will be paid in the scale of 12000-420-18300.
3. You shall work on full time basis and you should not leave the department without the written permission of the Principal during the College working days.
4. As a member of staff you need to maintain punctuality, discipline and decorum.
5. You should maintain professional secrecy and should not indulge in any anti-student, anti-college and anti-management activities.
6. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employee, unless otherwise sanctioned by the Principal. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation and deductions. Unauthorized absenting for more than three times in a year is liable for termination of job.
7. If you decide to discontinue the job on your own during the academic year, in order to complete the syllabus and academic work, you are required to give Two (2) months compulsory notice of discontinuation or should pay Two (2) months salary as pre-calculated liquidated damages to the college to meet the expenses of advertising, screening and conducting interviews and finally appoint new faculty in the middle of the academic year as the sole objective of the College is to provide quality education and to maintain academic schedule of the students without any disturbance. If your teaching is sub-standard or not willing to accept the delegated responsibilities and if you involve in any anti-student and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.
8. For Calculation of increment, which is due from the month of October and salary payable in November of every year one should have put in 7 (Seven) months service within the academic year in the institution or you should have joined on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your performance and general behavior during the academic year. However, Trust will have the right to withhold/defer your increment in case your services are not satisfactory.

- 2
9. Your job is transferable to any of institutions under Jayanagar Education Society or its associated academic Institutions in India or abroad including new and proposed institutions to be started at different parts of India and abroad.
  10. AICTE in their approval letter F No. 770-53-270(E)/ET/99 dated 08.06.2005 informed that they would verify the Institutional facilities including availability of faculty for each course through physical inspection without any intimation and advised that the institution should therefore be prepared for random inspection without any prior notice. Hence, all Faculty members are required to keep their certificates with Principal for verification at any time by AICTE. Whenever, you wish to apply for Higher studies the College will forward the original certificates to the concerned University on your request. You may obtain acknowledgement from the college and Certificates will be returned to you along with relieving letter at the time of leaving the job.
  11. Before reporting to the duty you should deposit all original certificates and testimonials with the Principal in order to produce them for verification to University inspection committees, Govt. expert Committees, AICTE Committees, Committees headed by Director of Technical Education, National Board of Accreditation, National Assessment and Accreditation Council of UGC and ISO Certification. Original certificates will not be returned in the middle of academic year and as long as you continue in the service. If you are satisfied with the above conditions and willing to join our college please retain the first copy of this Appointment letter and append your signature on the second copy and return the same.
  12. If you wish to resign for the services / job you are compulsorily required to submit your resignation letter only to the under signed, who is an authorized person to sign your appointment letter and get relieved as per the terms of this appointment letter. Principal or any other officer is not authorized to relieve you from the duties. NOC from all departments, library and accounts (for salary advances) is compulsory.

With best wishes,  
For CITY ENGINEERING COLLEGE



(SECRETARY)

**ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks statements to the Principal and obtain an acknowledgement. I also declare that, I will not leave the College in the middle of the academic session without giving two months notice and do not cause inconvenience to the students, in case of breach of understanding by me, Management can take legal action against me as per above terms and may inform the future employer.

*A.S. Malivaraj*  
Signature of Employee



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : MR. MATHURAJAN G.S.

ADDRESS : a) PERMANENT #32, 2nd cross Govindayakanahally

WITH PHONE No. KUMARA SWAMY LAYOUT

b) LOCAL BANGALORE - 7P

PHONE 9980133030

QUALIFICATIONS : M.Tech (Industrial Electronics)

DATE OF BIRTH : 02-06-1971

NAME OF POST : Asst. Professor

NO. & DATE OF APPOINTMENT ORDER : 14-06-2008

SALARY & SCALE :

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 06/06/2008

G. S. Mathurajan  
Signature

Counter signed by the Head of the Department

OPK/SS  
20/6/2008  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

to : Accounts/Personal file

dh  
Principal



ಜ ಯ ನ ಗ ರ ಶಿ ಕ್ಷ ಣ ಸಂ ಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೨೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

Mr. Aurobindo Koti.  
#617, Near Auden School,  
Hosakerehalli Cross, BSK III Stage,  
Bangalore - 85.

15-2-2010

Dear Aurobindo Koti,

Sub: Appointment as Asst. Professor in the Department of Electronics & Communication.

This is to intimate you that, you have been appointed as Asst. Professor in Department of Electronics & Communication Engineering in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society.
2. You will be paid total emoluments of Rs.24,800/- ( Rs. Twenty Four Thousand Eight Hundred Only ) per month in AICTE Scale of Rs.12,000-420-18,300 and other admissible allowances.
3. As an Asst. Professor in the above said department you need to maintain punctuality, teaching standards , discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorised absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year..
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work. (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions


9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.


With best wishes,  
for Jayanagara Education Society®

  
President / Secretary

ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 15/02/10

  
Signature of the candidate  
Name : Arubindo Kati



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : Aurobindo Koti

Address : a) Permanent # 88, 22<sup>nd</sup> main, nagendra  
Block, Bahk colony

Contact No. : 9886766470

b) Local \_\_\_\_\_

Contact No. : \_\_\_\_\_

Qualifications : M. Tech.

Date of Birth : 20/5/1976 Name of Post : Lecturer.

No. & Date of Appointment Order : 1/9/2006

Salary & Scale : 19,400/- (8000 - 13500 Basic)

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 1/9/2006

A. S. Koti  
Signature

Counter Signed by the Head of the Department :

[Signature]  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of .....

CC to : Accounts / Personal File

[Signature]  
Principal  
City Engineering College,  
Vasanthapura, Bangalore



Phone : 2666 9313 (General)  
Telefax : 2666 9314 (Principal)

# CITY ENGINEERING COLLEGE

Affiliated to VTU, Approved by Govt. of Karnataka and Recognized by AICTE, New Delhi

*Sponsored by Jayanagar Education Society (R)*  
Doddakallasandra, Kanakapura Road, Bangalore - 560 062

Date: 01/09/2006

Mrs. Shylaja K  
#2453, Opp. to Volley Ball Park,  
16<sup>th</sup> Main, Kumaraswamy Layout,  
Bangalore.

Dear Shylaja K

This is to intimate you that, you have been appointed as a Lecturer in Electronics & Communication Engineering Department in our **CITY ENGINEERING COLLEGE**, w. e. f. 18/09/2006 with following terms, the conditions.

1. Your post will be confirmed subject to the satisfactory completion of One year Probation compulsorily and to be confirmed by a separate letter of appointment from the Management.
2. You will be paid total emoluments in the Scale of Rs. 8000-275-13500 + DA and Other allowances with 2 increments as per AICTE Norms.
3. As a Lecturer Physics Department, you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorisedly absenting more than three times is liable for termination of job.
5. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31<sup>st</sup> in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July the management should approve every year and the same. The condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interests.

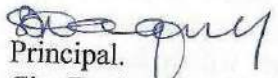
.....2




6. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti management activities or if you get a Government job (proof required)
7. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
8. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
9. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
10. If you are satisfied with the above conditions and willing to join our college please retain the first copy of this Appointment letter and append your signature on the second copy and return the same.

With best wishes,

Yours sincerely,

  
Principal.  
City Engineering College.

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statements to the Management, I also declare that I have the eligibility to teach as per UGC or/and AICTE norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.

  
Signature of the candidate:

Date: 18/09/2006



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : SHYLAJA.K

Address : a) Permanent NO. 2453, 'Sri Ranga', 16<sup>th</sup> main,  
II stage, Kumahabwamy layout, Bangalore.

Contact No. : 080-26667110

b) Local \_\_\_\_\_

Contact No. : \_\_\_\_\_

Qualifications : M.tech (Digital Electronics & communication)

Date of Birth : 16-05-1966 Name of Post : Lecturer

No. & Date of Appointment Order : 01/09/2006 and

Salary & Scale : 8000-275-13,500

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 18/09/2006

SHYLAJA.K  
Signature

Counter Signed by the Head of the Department :

Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of .....

SHYLAJA.K

CC to : Accounts / Personal File

SHYLAJA.K  
Principal



Phone : 2666 9313 (General)  
Telefax : 2666 9314 (Principal)

## CITY ENGINEERING COLLEGE

Affiliated to VTU, Approved by Govt. of Karnataka and Recognized by AICTE, New Delhi

*Sponsored by Jayanagar Education Society (R)*

Doddakallasandra, Kanakapura Road, Bangalore - 560 062

Date: 14/09/2004

To,

**Mrs. Madhavi J Kulkarni**  
**#197, GF-1, Sahrudaya Apartment,**  
**6<sup>th</sup> Main Road, Bikasipura,**  
**Adj. ISRO Layout,**  
**Bangalore-560 061**

Dear Madhavi J Kulkarni

This is to intimate you that, you have been appointed as a Lecturer in Electronics & Communication Engineering Department of our **CITY ENGINEERING COLLEGE** w. e. f. 20/09/2004 based on your application and personal interview you had with following terms, the conditions, and us.


1. Your post will be confirmed subject to the satisfactory completion of One year Probation compulsorily and to be confirmed by a separate letter of appointment from the Management.
2. You will be paid Salary in the scale of Rs.8,000( 8000-275-13500) + DA and Other allowances per month.
3. As a Lecturer in Electronics & Communication Engineering Department, you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall work on a full-time basis between 9.00 a.m. and 5.00 p.m. from Monday to Saturday. You should not leave the department without written permission.
5. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorisedly absenting more than three times is liable for termination of job.
6. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31<sup>st</sup> in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July the management should approve every year and the condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interests.

.....2


7. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti management activities or if you get a Government job (proof required)
8. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
9. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
10. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
11. If you are satisfied with the above conditions and willing to join our college please conform your date of joining & retain the first copy of this Appointment letter and append your signature on the second copy and return the same.

With best wishes,

Yours sincerely,

  
Principal.  
City Engineering College.

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statements to the Management, I also declare that I have the eligibility to teach as per UGC or/and AICTE norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.

  
Signature of the candidate:

Date: 14/9/2004



**DUTY JOINING REPORT**

**CITY ENGINEERING COLLEGE**  
Doddakallasandra, opp Kanakapura Main Road,  
BANGALORE - 560 061

NAME : MADHAV J. KULKARNI

ADDRESS : a) PERMANENT # 197 6<sup>th</sup> CROSS SHARADYA DEPARTMENT  
WITH PHONE No. BANGALORE - 011-25864021

b) LOCAL \_\_\_\_\_

QUALIFICATIONS : B.E. (ELEC)

DATE OF BIRTH : 29.03.70

NAME OF POST : Lecturer

NO. & DATE OF APPOINTMENT ORDER : INTOR DAY 11.09.04

SALARY & SCALE : 10001/65

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 26.07.04

Signature

Counter signed by the Head of the Department

Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts/Personal file

K. Srinivas  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಹುವಣಿ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

**Date: 09/08/2006**

To,

**Mr. S. K. L. Narayana**  
**#77/4, Someshwarnagar,**  
**Chikkabommasandra,**  
**GKVK Post,**  
**Yelahanka New Town,**  
**Bangalore-560 065**

Dear S. K. L. Narayana

This is to intimate you that, you have been appointed as a Lecturer in Electronics & Communication Engineering Department of our **CITY ENGINEERING COLLEGE w. e. f. 15/08/2006** based on your application and personal interview you had with following terms, the conditions, and us.

1. Your post will be confirmed subject to the satisfactory completion of One year Probation compulsorily and to be confirmed by a separate letter of appointment from the Management.
2. You will be paid Salary in the scale of Rs.8,000( 8000-275-13500) + DA and Other allowances per month.
3. As a Lecturer in Electronics & Communication Engineering Department, you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall work on a full-time basis between 9.00 a.m. and 5.00 p.m. from Monday to Saturday. You should not leave the department without written permission.
5. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorisedly absenting more than three times is liable for termination of job.
6. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31<sup>st</sup> in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July the management should approve every year and the same. The condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interests.

7. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti management activities or if you get a Government job (proof required).
8. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated liquidated damages to the college, to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
9. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
10. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
11. If you are satisfied with the above conditions and willing to join our college please conform your date of joining & retain the first copy of this Appointment letter and append your signature on the second copy and return the same.

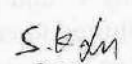
With best wishes,

Yours sincerely,

  
Principal.

City Engineering College.

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statements to the Management, I also declare that I have the eligibility to teach as per UGC or/and AICTE norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.

  
Signature of the candidate:

Date: 4/8/2006



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : S.K-L.Narayana

Address : a) Permanent 1689 6<sup>th</sup> cross, 6<sup>th</sup> main Road,  
opposite to Handlooms, Kumar Swamy layout  
Bangalore 78

Contact No. : 9739009281

b) Local \_\_\_\_\_

Contact No. : \_\_\_\_\_

Qualifications : BE, ~~M.Tech~~

Date of Birth : 15/04/77 Name of Post : Lecturer

No. & Date of Appointment Order : \_\_\_\_\_

Salary & Scale : 8000 - 13500

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 16<sup>th</sup> Aug 2006

S.K.L.N  
Signature

Counter Signed by the Head of the Department :

OPS/abss  
16/16/2006  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of .....

CC to : Accounts / Personal File

W. Srinivas  
Principal





# ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ) Jayanagar Education Society (R)

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ಫ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

Mr. Vishvakiran R.C  
F4, CPWD Quarters,  
Vijayanagar,  
Bangalore-40.

15-2-2010

Dear Vishvakiran R.C,

**Sub: Appointment as Lecturer in the Department of Electronics & Communication.**

This is to intimate you that, you have been appointed as Lecturer in Department of Electronics & Communication Engineering in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society@.
2. You will be paid total emoluments of Rs.16,600/- ( Rs. Sixteen Thousand Six Hundred Only ) per month in AICTE Scale of Rs.8,000-275-13,500 and other admissible allowances
3. As an Lecturer in the above said department you need to maintain punctuality, teaching standards , discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorised absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year..
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.


9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

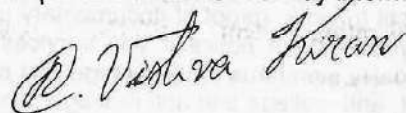
With best wishes,  
for Jayanagara Education Society®

  
President / Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date: 15/2/2010



Signature of the candidate

Name: VISHVA KIRAN. R.C.



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : Vishwanathan R. C.

Address : a) Permanent F4, CPWD quarters,

Vijayanagar - Ho.

Contact No. : 9972372314

b) Local \_\_\_\_\_

Contact No. : \_\_\_\_\_

Qualifications : M.Tech.

Date of Birth : 2nd/03/1981 Name of Post : Lecturer

No. & Date of Appointment Order : 15/2/2010

Salary & Scale : 16,600/-

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 15/2/2010  
15/02/2010

*Vishwanathan R. C.*  
Signature

Counter Signed by the Head of the Department :

*Res G. S. Mahalingam*  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of .....

CC to : Accounts / Personal File

*R. Srinivasan*  
Principal



# ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ) Jayanagar Education Society (R)

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

Mrs. Katuri Sravanthi,  
#17<sup>th</sup> Cross, 22<sup>nd</sup> Main,  
J.P. Nagar 5<sup>th</sup> Phase,  
Bangalore-78.

22.08.2011

Dear Mrs. Katuri Sravanthi,

**Sub:** Appointment as Lecturer in the Department of Electronics & Communication.

This is to intimate you that, you have been appointed as Lecturer in the Department of Electronics & Communication City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 23,300 ( ₹ Twenty Three Thousand Three Hundred only) per month Consolidated in the AICTE Scale and other admissible allowances.
3. As an Lecturer in the above said department you need to maintain punctuality, teaching standards , discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorised absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year..
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

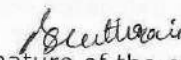
With best wishes,  
for Jayanagara Education Society®

  
Principal / Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 22/08/11

  
Signature of the candidate  
Name : K. Sravathi savi

101



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : Katuri Sravanthi

Address : a) Permanent c/o Harlapudi Rama Rao, D.No 25-17-894/1  
Greenixas Rao Peta, Guntur, Pin - 522004, Andhra Pradesh

Contact No. : 7795608385

b) Local c/o H. G. Venkatesiah, 17<sup>th</sup> cross, 2<sup>nd</sup> Main,  
JP Nagar 5<sup>th</sup> phase, Bangalore - 78.

Contact No. : 7795608385

Qualifications : M.Tech

Date of Birth : 22-08-1987 Name of Post : Lecturer Ex C

No. & Date of Appointment Order : ~~00 349 permanent order~~

Salary & Scale : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 22-08-2011

Sravanthi  
22/8  
Signature

Counter Signed by the Head of the Department :

C. Reshona Murthy  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of 22-08-2011

CC to : Accounts / Personal File

Barlaji  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಘ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

Mr. Krishna K.S,  
#65, 3<sup>rd</sup> Cross, 3<sup>rd</sup> Phase,  
1<sup>st</sup> Block, BSK 3<sup>rd</sup> Stage,  
Bangalore.

25.08.2011

Dear Mr. Krishna K.S,

**Sub:** Appointment as Lecturer in the Department of Electronics & Communication.

This is to intimate you that, you have been appointed as Lecturer in the Department of Electronics & Communication City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 23,875 ( ₹ Twenty Three Thousand Eight Hundred & Seventy Five only) per month Consolidated in the AICTE Scale and other admissible allowances.
3. As an Lecturer in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorised absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year..
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

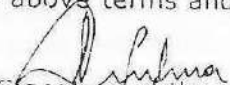
With best wishes,  
for Jayanagara Education Society®

  
President / Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 25/08/2011

  
Signature of the candidate  
Name : KRISHNA K.S







# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : KRISHNA K.S

Address : a) Permanent S/o SHIVLINGE GOWDA, KUMBARAKOPPALU,  
NAGAMANGALA TD, MANDYA DIST.

Contact No. : 9886525771

b) Local #65, 3<sup>rd</sup> CROSS, 3<sup>rd</sup> PHASE, 1<sup>st</sup> BLOCK,  
BSS 3<sup>rd</sup> STAGE, BANGALORE

Contact No. : \_\_\_\_\_

Qualifications : M.Tech

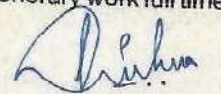
Date of Birth : 10-07-1984 Name of Post : Lecturer

No. & Date of Appointment Order : Offer Letter Dated 23/08/2011

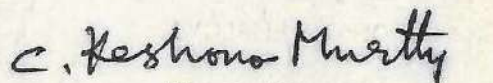
Salary & Scale : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 25/8/2011

  
Signature

Counter Signed by the Head of the Department :

  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of 25/8/2011

CC to : Accounts / Personal File

  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭೭/೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 277, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277

Mr. Gopikishan J,  
#37, 1<sup>st</sup> Main, 10<sup>th</sup> Cross,  
Maruthinagar, Kogilu Road,  
Yelahankha,  
Bangalore-560 064

15<sup>th</sup> July, 2013

Dear Mr. Gopikishan J,

**Sub:** Appointment as Asst Professor in the Department of Electronics & Communication.

This is to intimate you that, you have been appointed as Asst. Professor in the Department of in Electronics & Communication City Engineering College, with the following terms and conditions.

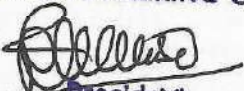
1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 25,200 ( ₹ Twenty Five Thousand Two Hundred Only ) per month Consolidated in the AICTE Scale and other admissible allowances.
3. As an Asst Professor in the above said department you need to maintain punctuality, teaching standards , discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorised absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

T. NAH2IK1903

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.
8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have jointed the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.
10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam , invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.
11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.
12. If you are satisfied with the above conditions and willing to join our college , please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,

For Jayanagara Education Society®  
**For CITY ENGINEERING COLLEGE**




President / Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms . As long as I am in employment with Jayanagar Education Society ®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 15/07/2013.

  
Signature of the candidate  
Name : GOPIKISHAN.J



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : GOPIKISHAN. J

Address : a) Permanent S/O D. JAYANIVA, #B-17, BAPUJI QUARTERS,  
VIDYANAGAR, DAVANGERE

Contact No. : 9739735049

b) Local \_\_\_\_\_

Contact No. : \_\_\_\_\_

Qualifications : B.E AND M-Tech

Date of Birth : 19-05-1979 Name of Post : Assistent professor.

No. & Date of Appointment Order : \_\_\_\_\_

Salary & Scale : 25,200/-

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 15-07-2013

*[Signature]*  
Signature

Counter Signed by the Head of the Department :

*[Signature]*  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of .....

CC to : Accounts / Personal File

*[Signature]*  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಘ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೨೨ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

19<sup>th</sup> July 2016

Mrs. Geethanjali  
#73, 3<sup>rd</sup> Floor, Manjunaktha Nagar,  
Naidu Layout,  
Near Abbiah Naidu Studio,  
Bengaluru

Dear Mrs. Geethanjali

**Sub:** Appointment as an Assistant Professor in the Department of Electronics & Communication Engineering Branch.

This is to intimate you that, you have been appointed as Assistant Professor Department of Electronics & Communication Engineering branch in City Engineering College 19<sup>th</sup> July 2016, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 24,100/- per month in the AICTE Scale
3. As Assistant Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid by you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

#### **ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 19/07/2016



Signature of the candidate  
Name :



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Geethanjali

ADDRESS : a) PERMANENT 73, 3<sup>rd</sup> Floor, Manjunath Nagar, Naidu layout, Near Abbaiiah Naidu Studio, B'lore.

WITH PHONE No.

b) LOCAL

QUALIFICATIONS : M-Tech

DATE OF BIRTH : 30-08-1990

NAME OF POST : Assistant Professor

NO. & DATE OF APPOINTMENT ORDER :

SALARY & SCALE :

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 17/7/2016

Geethanjali  
Signature

Counter signed by the Head of the Department

C. S. Malikarjuna  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts/Personal file

W  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಿಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ಫ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277

Mrs. Radhika T. S.  
#201, 2<sup>ND</sup> Floor, Gokulanagar,  
Doddakallasandra,  
Bengaluru

28/05/2018

Dear Radhika T. S.

**Sub:** Appointment as an Assistant Professor in the Department of Electronics & Communication Engineering. - reg

This is to intimate you that, you have been appointed as Assistant Professor, Department of Electronics & Communication Engineering in City Engineering College with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 27,300/- ( ₹ Twenty Seven Thousand Three Hundred Only) per month Consolidated in the AICTE Scale inclusive of other admissible allowances.
3. As Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.



7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®




President / Secretary

#### **ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date: 28/05/18

  
Signature of the candidate  
Name: Radhika .RS



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : Radhika T.S

Address : a) Permanent #201, 2<sup>nd</sup> floor, Gokulanagar,  
Doddakalsandra, Bangalore

Contact No. : 9916414369

b) Local \_\_\_\_\_

Contact No. : \_\_\_\_\_

Qualifications : BE, M Tech

Date of Birth : 05/07/1989 Name of Post : Asst. Prof

No. & Date of Appointment Order : 28/05/2018

Salary & Scale : 27,300/-

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 28/05/2018

Radhika  
Signature

Counter Signed by the Head of the Department :

[Signature]  
28/5/2018  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of ..... 28.5.2018 .....

CC to : Accounts / Personal File

Ramesh  
Principal  
CITY ENGINEERING COLLEGE  
Kanakapura Main Road, BANGALORE - 560 062



ಜ ಯ ನ ಗ ರ ಶಿ ಕ್ಷ ಣ ಸಂ ಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬ್ಲಾಕು, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ಫ ೨೬೬೪ ೯೨೭೭

No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277

18<sup>th</sup> February 2019

Mrs. Sheetal Patted  
#1053, Elina Residency,  
Flat No. 201, behind Chetana Public School,  
Holiday Village Road, Vajarahalli  
Off. Kanakapura Road,  
Bengaluru-560062

Dear Mrs. Sheetal Patted

**Sub:** Appointment as an Assistant Professor in the Department of E& C - reg

This is to intimate you that, you have been appointed as Assistant Professor, Department of Electronics & Communication Engineering in City Engineering College with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 23,300/- ( ₹ Twenty Three Thousand Three Hundred Only) per month Consolidated in the AICTE Scale inclusive of other admissible allowances.
3. As Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

#### **ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 18-2-19

Sheetal:  
Signature of the candidate  
Name : Sheetal



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : Sheetal Patted

Address : a) Permanent #1053, Elina Residency, flat

no:-201, behind chetana public school, Vajarahalli  
(Holiday Village road), OFF - Kanakapura road, Blue-69

Contact No. : 9845252145

b) Local \_\_\_\_\_

Contact No. : \_\_\_\_\_

Qualifications : M.E (ECE)

Date of Birth : 7-3-1982 Name of Post : Lecturer

No. & Date of Appointment Order : 18-2-19

Salary & Scale : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 18-2-19

Sheetal P  
Signature

Counter Signed by the Head of the Department :

Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of 18.2.19

CC to : Accounts / Personal File

Ramesh Chandra  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

02<sup>nd</sup> May 2022

Dr. Sairabanu,  
Bengaluru

Dear Sairabanu,

Sub: Appointment as Associate Professor in the department of Information Science & Engineering for City Engineering College (CEC) with effect from 02/05/2022

This is to inform you that you have been appointed as Associate Professor the department of Information Science & Engineering for CITY Engineering College, Doddakallasandra, Bengaluru-560061, with the following terms and conditions:

Your date of appointment will be Second May 2022. Please give joining report to the Principal of the College and complete the joining formalities.

1. You will be on one-year probationary period, if the Performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore.
2. You will be paid in the AICTE Scale of ₹55,000/- and other admissible allowances.
3. As a Associate Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution.
4. You are required to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address, Date of Birth, Mobile number and Email Id, also submit two passport size photos.
5. You are required to produce two letters of reference from the persons known to you for the last two years
6. You shall work on full time basis from 9A.M to 5.30P.M and should not leave the college without the written permission of the Principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays.
7. You are entitled for 12 days of casual leave per year, one casual leave for every completed month of service and CL can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months.
8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation.
9. You cannot resign or discontinue your services within the Semester as per VTU rules. You may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the CITY Engineering College and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.
10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness and not fit to work. (Proof of documentary evidence is required in all cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the College.
11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

12. If you decide to discontinue the job on your own in the middle of the academic Year, the academic schedule and classes will get affected. Hence, you are required to give three months' notice, prior to the last working day (i.e., if the last working day of the semester is June 15<sup>th</sup>, notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the College to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.

13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Disk, Software CDs, Cupboard and Drawer keys, Camera etc. to the Administrative Officer/ Trustees and submit NOC to the Principal.

14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/ seminars/ workshop), functions or attending Principal's meetings, internal audit committees, library stock verification or any other work assigned by the Principal/Director/ Trustees/ higher officials of the institution.

15. Special benefits and consideration for employees

- a) Marriage: Employees completed two years of continuous service in teaching/non-teaching category (in any of the institutions under CITY Group of Institutions) are eligible for 1-week paid leave.
- b) Maternity leave (ML) (Applicable for female staff members) Should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight) months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Jayanagar Education Society® Associated/Collaborated Institutions in India including the new institutions proposed to be established in different parts of India.

18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College.

For Jayanagar Education Society (R)

  
K.R. Paramahansa  
Authorized Signatory

#### **Letter of Acceptance of the Employee**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Trust for immediate verification by any visiting inspecting teams. I hereby declare that I have the eligibility to teach and for appointment of above post as per AICTE norms and as long as I am employed with CITY Engineering College under Jayanagar Education Society® I agree to keep my original certificates under their custody and will be returned upon my proper resignation and relieving from duties. I will not leave the College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, Principal/management can take legal action against me as per the above terms and may inform the future employer and VTU.

  
Signature of the Employee

Name Dr. Saina Banu  
Mob



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

044

NAME : SARABANU

ADDRESS : a) PERMANENT \_\_\_\_\_  
WITH PHONE No \_\_\_\_\_

b) LOCAL \_\_\_\_\_

QUALIFICATIONS : BE, ME, Ph.D (CSE)

DATE OF BIRTH : 17/07/1981

NAME OF POST : Associate Professor in ISE

NO. & DATE OF APPOINTMENT ORDER : 02/05/2022

SALARY & SCALE : 50,000/-

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

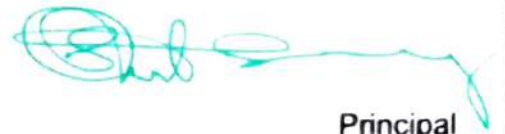
  
Signature

Date : 02/05/2022

Counter signed by the Head of the Department

  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 2-5-22

  
Principal

CC to : Accounts / Personal File





# ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ) Jayanagar Education Society (R)

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

Date: 01/02/2007

Mr. Vinodh Kumar S  
#33, Pappaih Garden,  
B. S. K. 4<sup>th</sup> Cross,  
7<sup>th</sup> Main Road, Banashankari 3<sup>rd</sup> Stage,  
Bangalore-560 085

Dear Vinodh Kumar S

This is to intimate you that, you have been appointed as a Lecturer in Information Science & Engineering Department in our CITY ENGINEERING COLLEGE to report on or before 01/02/2007 based on your application and personal interview you had with following terms, the conditions, and us.


1. Your post will be confirmed subject to the satisfactory completion of One year Probation compulsorily and to be confirmed by a separate letter of appointment from the Management.
2. You will be paid Salary in the scale of Rs.8,000( 8000-275-13500) + DA and Other allowances per month.
3. As a Lecturer in Information Science & Engineering Department, you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall work on a full-time basis between 9.00 a.m. and 5.00 p.m. from Monday to Saturday. You should not leave the department without written permission.
5. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorisedly absenting more than three times is liable for termination of job.
6. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31<sup>st</sup> in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July the management should approve every year and the same. The condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interests.

.....2


7. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti management activities or if you get a Government job (proof required)
8. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
9. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
10. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
11. If you are satisfied with the above conditions and willing to join our college please conform your date of joining & retain the first copy of this Appointment letter and append your signature on the second copy and return the same.

With best wishes,

Yours sincerely,

  
Principal.  
City Engineering College.

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statements to the Management, I also declare that I have the eligibility to teach as per UGC or/and AICTE norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.

Signature of the candidate: 

Date: 01/07/2007



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : S. Vinodh Kumar

ADDRESS : a) PERMANENT No. 33 Paffah Garden B.S.K 4<sup>th</sup> Cross  
WITH PHONE No. 7<sup>th</sup> Main 3<sup>rd</sup> Stage Banashankari Bangalore - 560085

b) LOCAL \_\_\_\_\_

QUALIFICATIONS : B.E " Information Science "

DATE OF BIRTH : 14/10/1984

NAME OF POST : Lecturer

NO. & DATE OF APPOINTMENT ORDER : 1/2/2007

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 24/2/07

S. Vinodh Kumar  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / ~~afternoon~~ of 01/02/07

[Signature]  
CC to : Accounts/Personal file

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ಸಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ಫ : 080 26649277

No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ಫ : 080 26649277

15<sup>th</sup> January 2021

Ms. Swethashree R N  
1<sup>st</sup> Main, Annapurneshwari Layout,  
Chunchagatta, JP Nagar 7<sup>th</sup> Phase,  
Bengaluru-560062

Dear Swethashree R N

**Sub:** Appointment as an Assistant Professor in the Department of CSE - reg

This is to intimate you that, you have been appointed as Assistant Professor Department of Computer Science & Engineering in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 22,000/- per month in the AICTE Scale
3. As an Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

  
PRINCIPAL  
CITY ENGINEERING COLLEGE  
Kanakapura Main Road, BANGALORE - 560 061

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

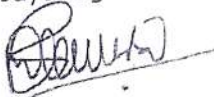
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society ®; I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 18/1/21



PRINCIPAL  
CITY ENGINEERING COLLEGE  
Kanakapura Main Road, BANGALORE - 560 061

*Swethashree*  
Signature of the candidate  
Name : Swetha Shree R N



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

025

NAME : Swetha Akhee R.N.

ADDRESS : a) PERMANENT D.No. 45, W.No 25, 1<sup>st</sup> cross New  
WITH PHONE No.

b) LOCAL : Vijaynagar Colony Contonment Ballali  
No 8/2, Second Floor, "SRISAMPADA",  
1<sup>st</sup> main, 4<sup>th</sup> cross, Annapulleshwari layout  
chunchagatta, JP nagar 7<sup>th</sup> phase, B'lore.  
560063

QUALIFICATIONS : M.Tech (CSE)

DATE OF BIRTH : 11/11/93

NAME OF POST : Assistant Professor

NO. & DATE OF APPOINTMENT ORDER : 18/1/21

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 18/1/21

Swetha Akhee  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 18-01-21

CC to : Accounts / Personal File

[Signature]  
Principal

[Signature]

PRINCIPAL  
CITY ENGINEERING COLLEGE  
Kanakapura Main Road, BANGALORE - 560 061



# ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ) Jayanagar Education Society (R)

ನಂ.272/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯ ರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-560 070. ☎ 2664 9277  
No. 272, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070 ☎ 2664 9277

12<sup>th</sup> March 2018

Dr. N Rajasekhar Reddy  
#12, MRS Apartment,  
100ft Road, BTM I Stage,  
Bengaluru-560068

Dear Dr. N Rajasekhar Reddy,

**Sub:** Appointment as a Professor in the Department of Computer Science & Engg. - reg

This is to intimate you that, you have been appointed as Professor, Department of Computer Science & Engineering in City Engineering College with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society@.

2. You will be paid total emoluments of ₹ 77,000/- ( ₹ Seventy Seven Thousand Only) per month Consolidated in the AICTE Scale inclusive of other admissible allowances.

3. As Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.

4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.

5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.

6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started in different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

### **ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 15.03.2018

  
Signature of the candidate  
Name :





# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062

## DUTY JOINING REPORT

NAME : Dr. N. Rajasekhar R. Reddy  
ADDRESS : a) PERMANENT D. No: 7-35; poreddistract,  
WITH PHONE No Angalla, Keralabalaicola, Madanapalle,  
b) LOCAL Chittoor (D.S.), A.P.  
10<sup>th</sup> Main, M.R.S. Narayan, B.T.M. 1<sup>st</sup>  
Stage, Bangalore.

QUALIFICATIONS : M.Tech; PhD

DATE OF BIRTH : 28.02.1978

NAME OF POST : professor

NO. & DATE OF APPOINTMENT ORDER : 01.03.2018

SALARY & SCALE : 77,000/- (seventy seven thousand only)

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 15.03.2018

N. Rajasekhar R. Reddy

Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts/Personal file

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೨೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

01<sup>st</sup> March 2018

Dr. S. Karunakara  
#14/21, 5th 'A' Cross,  
B.S.K. III Stage, Ittamadu,  
Bengaluru-560085

Dear Dr. S. Karunakara,

**Sub:** Appointment as a Professor & Head in the Department of Mechanical Engineering - reg

This is to intimate you that, you have been appointed as Professor & Head, Department of Mechanical Engineering in City Engineering College with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.

2. You will be paid total emoluments of ₹ 75,000/- ( ₹ Seventy Five Thousand Only/-) per month Consolidated in the AICTE Scale inclusive of other admissible allowances.

3. As Professor & Head you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.

4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.

5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.

6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

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7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

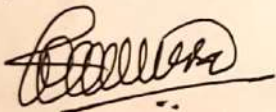
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date :

05/3/18

S. Karan  
Signature of the candidate  
Name :

Dr. S. Karan



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : S. KARUNAKARA

ADDRESS : a) PERMANENT 14/21, 5<sup>th</sup> A'cross, B.S.K 3<sup>rd</sup> Stage  
WITH PHONE No. Ittamadu, Bangalore - 560085

b) LOCAL

- do -

QUALIFICATIONS : B.E, M.Tech. Ph.D

DATE OF BIRTH : 03/03/1974

NAME OF POST : Professor & Head of Mech Dept

NO. & DATE OF APPOINTMENT ORDER : 01/03/2018

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 5/3/18

S. Karunakar  
Signature

Counter signed by the Head of the Department

S. Karunakar  
Head of the Department

He/She is permitted to join duty on the forenoon / ~~afternoon~~ of 05/03/2018

[Signature]  
CC to : Accounts/Personal file

[Signature]  
Principal



ಜ ಯ ನ ಗ ರ ಶಿ ಕ್ಷ ಣ ಸಂ ಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭

No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

Dt:29/08/2005

Mrs. T. R. Uma,  
#75, 6<sup>th</sup> Main, Between 17<sup>th</sup> & 18<sup>th</sup> Cross,  
Mallechwaram  
Bangalore-560 055

Dear T. R. Uma,

This is to intimate you that, you have been appointed as a Asst. Professor in Mechanical Engineering Department of our CITY ENGINEERING COLLEGE, w. e. f. 01/09/2005 based on your application and personal interview, you had with following terms and conditions:

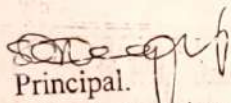
1. Your appointment is subject to the satisfactory completion of one-year Probationary period and further extension to be confirmed by a separate letter of appointment from the Management on 1<sup>st</sup> April next year. Otherwise probationary period will be extended by one more year. During the probationary period, your services may be terminated without any notice, if your service are not satisfactory and no longer required by the college.
2. You will be paid total emoluments of Rs.12,000 (Rs. Twelve Thousand only) + other Allowances per month.
3. As a Asst. Professor in Mechanical Engineering Department, you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall work on a full-time basis between 9.00 a.m. and 5.00 p.m. from Monday to Saturday. You should not leave the department without written permission.
5. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorized absenting more than three times is liable for termination of job.
6. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31st in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July every year and the same should be approved by the management. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interest.
7. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti management activities or if you get a Government job (proof required)

.....2

8. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
9. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
10. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
11. If you are satisfied with the above conditions and willing to join our college please retain the first copy of this Appointment letter and append your signature on the second copy and return the same.


With best wishes,

Yours sincerely,



Principal.  
City Engineering College.

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statements to the Management, I also declare that I have the eligibility to teach as per UGC or/and AICTE norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.

Signature of the candidate: 

Date:



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Mrs T. R. Uma

ADDRESS : a) PERMANENT #75, 6<sup>th</sup> Main, Between 17<sup>th</sup> & 18<sup>th</sup> Cross  
WITH PHONE No. Malleswaram, Bangalore - 560055

b) LOCAL \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

QUALIFICATIONS : B.E., M.E.

DATE OF BIRTH : 02-04-1967

NAME OF POST : Asst. Prof.

NO. & DATE OF APPOINTMENT ORDER : 29-08-2005

SALARY & SCALE : 12,000+

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date :

[Signature]  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts/Personal file

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

02<sup>nd</sup> May 2022

Mr. Mohammed Mathenulla Shariff  
#186, 5<sup>th</sup> Cross, 02<sup>nd</sup> Floor,  
Arekere Lakshmi Layout,  
J. P. Nagar, 7<sup>th</sup> Phase,  
Bengaluru-560076

Dear Mohammed Mathenulla Shariff,

Sub: Appointment as Assistant Professor in the department of Mechanical Engineering for City Engineering College (CEC) with effect from 02/05/2022

This is to inform you that you have been appointed as Assistant Professor the department of Mechanical Engineering for CITY Engineering College, Doddakallasandra, Bengaluru-560061, with the following terms and conditions:

Your date of appointment will be Second May 2022. Please give joining report to the Principal of the College and complete the joining formalities.

1. You will be on one-year probationary period, if the Performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore.
2. You will be paid in the AICTE Scale of ₹26,000/- and other admissible allowances.
3. As a Assistant Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution.
4. You are required to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address, Date of Birth, Mobile number and Email Id, also submit two passport size photos.
5. You are required to produce two letters of reference from the persons known to you for the last two years
6. You shall work on full time basis from 9A.M to 5.30P.M and should not leave the college without the written permission of the Principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays.
7. You are entitled for 12 days of casual leave per year, one casual leave for every completed month of service and CL can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months.
8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation.
9. You cannot resign or discontinue your services within the Semester as per VTU rules. You may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the CITY Engineering College and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.
10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness and not fit to work. (Proof of documentary evidence is required in all cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the College.
11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.





12. If you decide to discontinue the job on your own in the middle of the academic Year, the academic schedule and classes will get affected. Hence, you are required to give three months' notice, prior to the last working day (i.e., if the last working day of the semester is June 15<sup>th</sup> notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the College to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.

13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Disk, Software CDs, Cupboard and Drawer keys, Camera etc. to the Administrative Officer/ Trustees and submit NOC to the Principal.

14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/ seminars/ workshop), functions or attending Principal's meetings, internal audit committees, library stock verification or any other work assigned by the Principal/Director/ Trustees/ higher officials of the institution.

15. Special benefits and consideration for employees:

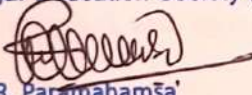
- a) Marriage: Employees completed two years of continuous service in teaching/non-teaching category (in any of the institutions under CITY Group of Institutions are eligible for 1-week paid leave.
- b) Maternity leave (ML) (Applicable for female staff members): Should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight) months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Jayanagar Education Society® Associated/Collaborated Institutions in India including the new institutions proposed to be established indifferent parts of India.

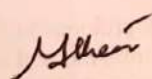
18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College.

For Jayanagar Education Society (R)

  
K.R. Paramahansa  
Authorized Signatory

**Letter of Acceptance of the Employee**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Trust for immediate verification by any visiting inspecting teams. I hereby declare that I have the eligibility to teach and for appointment of above post as per AICTE norms and as long as I am employed with CITY Engineering College under Jayanagar Education Society ®. I agree to keep my original certificates under their custody and will be returned upon my proper resignation and relieving from duties. I will not leave the College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, Principal/management can take legal action against me as per the above terms and may inform the future employer and VTU.

  
Signature of the Employee

Name:  
Mob:



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

043

NAME : Mohammed Mathenulla Shariff  
ADDRESS : a) PERMANENT #186, 2<sup>nd</sup> Floor, 5<sup>th</sup> Cross, Arekere,  
WITH PHONE No. Lakshmi layout, JP. Nagar 1<sup>th</sup> Phase.  
b) LOCAL Bangalore - 560076  
————— same as above —————

QUALIFICATIONS : M.E (Machine Design)

DATE OF BIRTH : 08/10/1974

NAME OF POST : IIM-B

NO. & DATE OF APPOINTMENT ORDER : 215/2022

SALARY & SCALE : 26,000/-

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 30/05/2022

*Allen*  
Signature

Counter signed by the Head of the Department

*Skankar*  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 30-5-22

CC to : Accounts / Personal File

*Princip*  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭

No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277

21<sup>st</sup> January 2015

Mr. HARSHA VARDHAN U  
#178, 1st Cross, 1st Block  
3rd Phase, BSK 3rd Stage,  
Bengaluru-560085

Dear Mr. HARSHA VARDHAN U

**Sub:** Appointment as an Assistant Professor in the Department of Mechanical Engineering Branch.

This is to intimate you that, you have been appointed as Assistant Professor Department of Mechanical Engineering branch in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.

2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale

3. As an Assistant Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.

4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.

5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.

6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

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7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

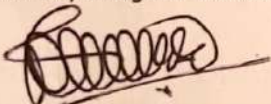
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

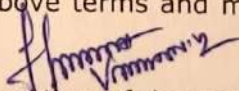


President / Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 21/01/2015

  
Signature of the candidate  
Name : HARSHA VARDHAN. U.



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Harsha Vardhan.U.

ADDRESS : a) PERMANENT #178, 1<sup>st</sup> Cross, 1<sup>st</sup> Block, 3<sup>rd</sup> phase,  
WITH PHONE No. BSK 3<sup>rd</sup> stage, B'Loke-85.

b) LOCAL

Mob:- 9886577393

Same as the above -

QUALIFICATIONS : B.E, M.Tech.

DATE OF BIRTH : 04/07/1989

NAME OF POST : Assistant Professor

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : 23,300/-

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 21/01/2015

Signature

Counter signed by the Head of the Department

Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 21/01/2015

CC to :   
Accounts/Personal file

Principal

10/2/15



ಜ ಯ ನ ಗ ರ ಶಿ ಕ್ಷ ಣ ಸಂ ಸ್ಥೆ (ರಿ)  
Jayanagar Education Society (R)

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ಫ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ಫ 2664 9277.

15<sup>th</sup> September 2015

Mr. Anil Kumar R  
#58, Nandini Badavande,  
Mandya -571401

Dear Mr. Anil Kumar R

**Sub:** Appointment as an Assistant Professor in the Department of Mechanical Engineering Branch.

This is to intimate you that, you have been appointed as Assistant Professor Department of Mechanical Engineering branch in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale
3. As Assistant Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

.....2

J. Ramakrishna  
J. Ramakrishna

21/09/2015



7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

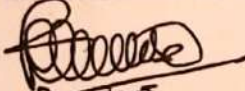
10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

For CITY ENGINEERING COLLEGE

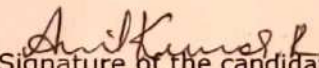


Principal/Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 15/09/2015

  
Signature of the candidate

Name : Anilkumar R



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : ANIL KUMAR R

ADDRESS : a) PERMANENT #58 Manasa Nilaya.  
WITH PHONE No. Nandini Badavane - 571401.

b) LOCAL #26 Matra Nilaya, Mudalopalaya.

QUALIFICATIONS : M.Tech

DATE OF BIRTH : 03-11-1989

NAME OF POST : Assistant professor.

NO. & DATE OF APPOINTMENT ORDER : 15<sup>th</sup> September 2015

SALARY & SCALE : 23,300/-

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 15/09/15

Anil Kumar R  
Signature

Counter signed by the Head of the Department

lms. r. e  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts/Personal file

[Signature]  
Principal





# ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ) Jayanagar Education Society (R)

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277

06<sup>th</sup> August 2014

Miss. Shruti Naik  
#1567, Ground Floor,  
Opp. Sagar Hospitals,  
10<sup>th</sup> Cross, Kumaraswamy Layout,  
Banashankari 2<sup>nd</sup> Stage,  
Bengaluru.

Dear Miss. Shruti Naik

**Sub:** Appointment as an Assistant Professor in the Department of Mechanical Engineering Branch.

This is to intimate you that, you have been appointed as Assistant Professor Department of Mechanical Engineering branch in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale
3. As an Assistant Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

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7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

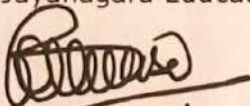
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10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

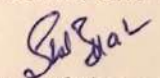


President / Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 06/08/2014

  
Signature of the candidate  
Name : Shreuti Naik



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : SHRUTI NAIK

ADDRESS : a) PERMANENT #1567, GROUND FLOOR, OPP. SAYAR HOSPITALS,  
WITH PHONE No. 10<sup>th</sup> CROSS, KUMARASWAMY LAYOUT,  
b) LOCAL BANASHANKARI 2<sup>ND</sup> STAGE, BANGALORE

QUALIFICATIONS : B.E., B.M.Tech.

DATE OF BIRTH : 25-11-1989

NAME OF POST : ASSISTANT PROFESSOR

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : Rs 23,300/-

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 06/08/2014 Shruti Naik  
Signature

Counter signed by the Head of the Department [Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts/Personal file [Signature]  
Principal  
6514



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277

13<sup>th</sup> October 2014

Mr. VIJAYA KUMAR  
Marenhalli,  
Vijayanagar  
Bengaluru -560040

Dear Mr. VIJAYA KUMAR

**Sub:** Appointment as an Assistant Professor in the Department of Mechanical Engineering Branch.

This is to intimate you that, you have been appointed as Assistant Professor Department of Mechanical Engineering branch in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale
3. As an Assistant Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
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6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

.....2



7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

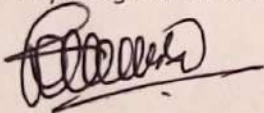
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

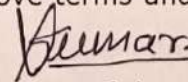


President / Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 13/10/2014



Signature of the candidate

Name : VIJAYAKUMAR



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Vijayakumar

ADDRESS : a) PERMANENT S/o. Neenagouda. B. Nagarbeta  
WITH PHONE No. Post: Sathal. Tal: B. Bagewadi Dist: Bijapur.

b) LOCAL Vijayakumar  
#101/B, 20th main road, 1st cross  
Marehalli, Vijayanagar, Bangalore

QUALIFICATIONS : M-Tech (Thermal Power Engineering)

DATE OF BIRTH : 01/07/1989

NAME OF POST : Assistant Professor - Mechanical Department

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 13/10/2014

Vijayakumar  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / ~~afternoon~~ of 13/10/2014

CC to : [Signature]  
Accounts/Personal file

[Signature]  
Principal

13/10/14.



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

15<sup>th</sup> February 2016

Mr. Sampath H P  
#1, C/o Akkalappa, Opp to Manjunatha Building,  
New TCS, Anand Reddy Layout, E City , Phase -II  
Bengaluru.

Dear Sampath H P

**Sub:** Appointment as an Assistant Professor in the Department of Mechanical Engineering Branch.

This is to intimate you that, you have been appointed as Assistant Professor Department of Mechanical Engineering branch in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale
3. As an Assistant Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

Sampath H P

.....2

2/10/16



7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

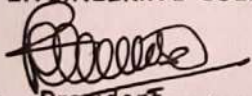
10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

For CITY ENGINEERING COLLEGE



Principal/Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 15/02/16.

Sampath H.P

Signature of the candidate

Name :





# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : SAMPATH H.P SAMPATH H.P

ADDRESS : a) PERMANENT S/o PATTI R.C, HUVINAMADU, MATHI POST  
WITH PHONE No. DAYANAGERE (TG) & (DIST) - 577525

b) LOCAL IT No-1, C/o Akkalappa, opp. to Murugumatha  
building, Near T.C.S, Anand Reddy layout  
E. city phase-II Bangalore -

QUALIFICATIONS : M. tech

DATE OF BIRTH : 20-10-1991

NAME OF POST : Assistant Professor

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 15-02-2016

Sampath H.P  
Signature

Counter signed by the Head of the Department

Uma T.R  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of on 15<sup>th</sup> Feb. 2016

CC to : Accounts/Personal file

[Signature]  
Principal



ಜ ಯ ನ ಗ ರ ಶಿ ಕ್ಷ ಣ ಸಂ ಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ಫ ೨೬೬೪ ೯೨೭೭

No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

25<sup>th</sup> July 2016

Mr. Rakesh Y D  
Sri. Lakshmi Nilaya, 7<sup>th</sup> A Cross,  
Maruthi Nagar,  
Tumakuru-572102

Dear Mr Rakesh Y D

**Sub:** Appointment as an Assistant Professor in the Department of Mechanical Engineering Branch.

This is to intimate you that, you have been appointed as Assistant Professor Department of Mechanical Engineering branch in City Engineering College from 25<sup>th</sup> July 2016, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale
3. As Assistant Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

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7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have jointed the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

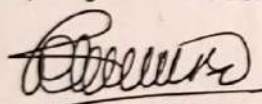
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

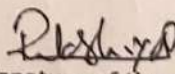


President / Secretary

**ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society ®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 25/07/2016

  
Signature of the candidate  
Name : Rakesh .Y. D



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : RAKESH Y.D

ADDRESS : a) PERMANENT Rakesh Y.D s/o Dasappa Y.H  
WITH PHONE No.

sri Lakshmi Nilaya 7<sup>th</sup> 'A' cross, Maruthi Nagar,  
Tumkur - 572102.

b) LOCAL

QUALIFICATIONS : M.Tech , Manufacturing science & Engg

DATE OF BIRTH : 30 /12/1991

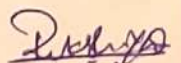
NAME OF POST : Assistant professor

NO. & DATE OF APPOINTMENT ORDER : 01/08/2016

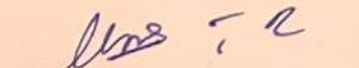
SALARY & SCALE : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 01/08/2016

  
Signature

Counter signed by the Head of the Department

  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts/Personal file

  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭

No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277

03<sup>rd</sup> February 2015

Mr. SHIVARAJA H B  
#28, Udaya Nagar, Near KOMARLA Brigade,  
Chikkakallasandra,  
Bangaluru-560061

Dear Mr. SHIVARAJA H B

**Sub:** Appointment as an Assistant Professor in the Department of Mechanical Engineering Branch.

This is to intimate you that, you have been appointed as Assistant Professor Department of Mechanical Engineering branch in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 23,300/- per month in the AICTE Scale
3. As an Assistant Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

.....2



7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

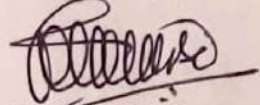
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

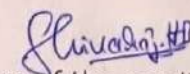


President / Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 03/02/2015

  
Signature of the candidate  
Name : SHIVARAJA H.B



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Shivakaja H.B

ADDRESS : a) PERMANENT SH-8/A, Shree Jayashree road  
WITH PHONE No. Newtown, Jannapura, Bhadravathi

b) LOCAL \_\_\_\_\_

QUALIFICATIONS : B.E (Mechanical), M-Tech

DATE OF BIRTH : 13/02/1991

NAME OF POST : Assistant Professor

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 3/2/2015

Shivakaja H.B  
Signature

Counter signed by the Head of the Department

Prof. 3/2/15  
Head of the Department

He/She is permitted to join duty on the forenoon / ~~afternoon~~ of 3/02/2015

[Signature]  
CC to : Accounts/Personal file

[Signature]  
Principal



# CITY ENGINEERING COLLEGE

BWSSB PIPELINE ROAD, VASANTHAPURA, BANGALORE - 560 061  
Sponsored by JAYANAGAR EDUCATION SOCIETY (R)

Date: 01/10/2001

To,

**Mr. Rajasekhar P.**  
**#3043, V th Block,**  
**Janapriya Heavens,**  
**Allalassandra,**  
**G. K. V. K. Post,**  
**Bangalore.**

Dear Rajasekhar P.

This is to intimate you that, you have been appointed as a Asst. Professor in Chemistry Department in our **CITY ENGINEERING COLLEGE w. e. f. 01/10/2001** based on your application and personal interview you had with following terms, the conditions, and us.

1. Your post will be confirmed subject to the satisfactory completion of One year Probation compulsorily and to be confirmed by a separate letter of appointment from the Management.
2. You will be paid Salary in the scale of Rs12,000 (12,000-420-18,300) + DA and Other allowances per month.
3. As a Asst. Professor in Chemistry Department, you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall work on a full-time basis between 9.00 a.m. and 5.00 p.m. from Monday to Saturday. You should not leave the department without written permission.
5. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorisedly absenting more than three times is liable for termination of job.
6. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31<sup>st</sup> in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July the management should approve every year and the same. The condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interests.

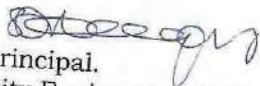
.....2



7. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti management activities or if you get a Government job (proof required)
8. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
9. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
10. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
11. If you are satisfied with the above conditions and willing to join our college please conform your date of joining & retain the first copy of this Appointment letter and append your signature on the second copy and return the same.

With best wishes,

Yours sincerely,



Principal.  
City Engineering College.

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statements to the Management, I also declare that I have the eligibility to teach as per UGC or/and AICTE norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.



Signature of the candidate:

Date:

11/10/01



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : P. RATASEKHAR

ADDRESS : a) PERMANENT 372 B1 P Ramachandra . B.com , c.A .  
WITH PHONE No. 6th A-cross

b) LOCAL Channarayana Kere Achukuruf

B.S.K. III Stage Bungalow -

Ph - 6692174 (PR)

- do.

QUALIFICATIONS : M.Sc , M.Phil

DATE OF BIRTH : 01-07-1963

NAME OF POST : Selection Grade Lecturer

NO. & DATE OF APPOINTMENT ORDER : 01/10/2001

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 01/10/2001

P. Ratasekhara  
Signature

Counter signed by the Head of the Department

P. Ratasekhara  
Head of the Department

~~He~~/She is permitted to join duty on the forenoon / ~~afternoon~~ of 01/10/2001

CC to : Accounts/Personal file

P. Ratasekhara  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಜಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

04<sup>th</sup> October 2021

Dr. Sunitha N.  
92/1, 1st Main, 5th Cross, Gokulnagar,  
Doddakallasandra, Bengaluru

Dear Dr. Sunitha N.

Sub: Promoted as Associated Professor in the Department of Chemistry for City Engineering College (CEC) with effect from 01/07/2022

We are happy to inform you that you have been appointed as Associate Professor the department of Chemistry for CITY Engineering College, Doddakallasandra, Bengaluru-560061, with the following terms and conditions;

Your date of Promotion will be 04<sup>th</sup> October 2021. Please give your acceptance to the Principal of the College and complete the formalities.

1. You will be on one-year probationary period, if the Performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore.
2. You will be paid in the AICTE Scale and other admissible allowances.
3. As a Associate Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution .
4. You are required to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address, Date of Birth, Mobile number and Email Id, also submit two passport size photos.
5. You are required to produce two letters of reference from the persons known to you for the last two years
6. You shall work on full time basis from 9A.M to 5.30P.M and should not leave the college without the written permission of the Principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays.
7. You are entitled for 12 days of casual leave per year, one casual leave for every completed month of service and CL can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months.
8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation.
9. You cannot resign or discontinue your services within the Semester as per VTU rules. You may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the CITY Engineering College and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.
10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness and not fit to work. (Proof of documentary evidence is required in all cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the College.
11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

12. If you decide to discontinue the job on your own in the middle of the academic Year, the academic schedule and classes will get affected. Hence, you are required to give three months' notice, prior to the last working day (i.e., if the last working day of the semester is June 15<sup>th</sup>, notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the College to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.
13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Disk, Software CDs, Cupboard and Drawer keys, Camera etc. to the Administrative Officer/ Trustees and submit NOC to the Principal.
14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/ seminars/ workshop), functions or attending Principal's meetings, internal audit committees, library stock verification or any other work assigned by the Principal/Director/ Trustees/ higher officials of the institution.
15. Special benefits and consideration for employees:
- Marriage: Employees completed two years of continuous service in teaching/non-teaching category (in any of the institutions under CITY Group of Institutions are eligible for 1-week paid leave.
  - Maternity leave (ML) (Applicable for female staff members): Should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.
16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight) months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.
17. Your job is transferable to any institution under Jayanagar Education Society® Associated/Collaborated Institutions in India including the new institutions proposed to be established in different parts of India.
18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College.

For JAYANAGAR EDUCATION SOCIETY ( R )

Authorized Signatory  
President / Secretary

Letter of Acceptance of the Employee

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Trust for immediate verification by any visiting inspecting teams. I hereby declare that I have the eligibility to teach and for appointment of above post as per AICTE norms and as long as I am employed with CITY Engineering College under Jayanagar Education Society ®. I agree to keep my original certificates under their custody and will be returned upon my proper resignation and relieving from duties. I will not leave the College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, Principal/management can take legal action against me as per the above terms and may inform the future employer and VTU.

Signature of the Employee

Name: Sanita N  
Mob: 9916220188



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

Chemistry

NAME : Sunitra

ADDRESS : a) PERMANENT No. 15, Madachwara Plaza, 60 feet Road, B.T.M. 1st, Jaikumar Nagar, Bangalore.

b) LOCAL No. 15, Madachwara Plaza, 60 feet Road, B.T.M. 1st, Jaikumar Nagar, Bangalore.

QUALIFICATIONS : M.Sc. Analytical Chemistry

DATE OF BIRTH : 22/10/1980

NAME OF POST : Lecturer - Chemistry

NO. & DATE OF APPOINTMENT ORDER :

SALARY & SCALE :

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 15/3/10

Sunitra  
Signature

Counter signed by the Head of the Department

D. D. Ramesh  
Head of the Department

He/She is permitted to join duty on the ~~forenoon~~ / afternoon of 15/3/2010

Satya B.  
Principal

CC to : Accounts/Personal file



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೨/೨, ೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬ್ಲಾಕ್, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070 ☎ 2664 9277

04<sup>th</sup> February 2019

Mrs. Anu Radha U  
H. No. 16/6, 15<sup>th</sup> Cross, 9<sup>th</sup> Main,  
Mahaboobsharif Layout,  
Lakkasandra Ext., Adugodi post,  
Bengaluru-560030

Dear Anu Radha U

**Sub:** Appointment as an Assistant Professor in the Department of Chemistry - reg

This is to intimate you that, you have been appointed as Assistant Professor, Department of Chemistry in City Engineering College with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 24,500/- (₹ Twenty Thousand Only) per month Consolidated in the AICTE Scale inclusive of other admissible allowances.
3. As Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

.....2

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®




President / Secretary

#### **ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 04/02/2019

  
Signature of the candidate  
Name : Anu Radha G.



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : Anu Radha U.

Address : a) Permanent no. 16/6, 15<sup>th</sup> cross, 9<sup>th</sup> Main,  
Mahabubsharif layout, Lakkasandra Ext, Adugodi post,  
Bangalore - 560030  
Contact No. : 9886149438

b) Local \_\_\_\_\_  
\_\_\_\_\_ " \_\_\_\_\_  
Contact No. : 9886149438

Qualifications : B.Sc., M.Sc. (Ph.D)

Date of Birth : 25/09/1983 Name of Post : Asst. professor

No. & Date of Appointment Order : 4<sup>th</sup> Feb 2019

Salary & Scale : ₹ 20,000/-

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 04/02/2019

Anu U.  
Signature

Counter Signed by the Head of the Department :

Dr. P. Sai S...  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of ..... 04.2.19 .....

CC to : Accounts / Personal File

Ramesh...  
Principal





ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)

## Jayanagar Education Society (R)

ನಂ 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವನೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

18<sup>th</sup> January 2018

Mrs. Sowmya  
Saraswathi Nagar,  
Bengaluru.

Dear Sowmya

**Sub:** Appointment as an Assistant Professor in the Department of Chemistry - reg

This is to intimate you that, you have been appointed as Assistant Professor Department of Chemistry in City Engineering College w. e. f. 18<sup>th</sup> January 2018, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid Basic 15,600 +AGP 6,000 with admissible allowances per month in the AICTE Scale
3. As a Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

8/1/18 .....2

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the Institutions under Jayanagar Education Society or its associated Institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

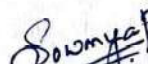


President / Secretary

### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 18/01/18

  
Signature of the candidate  
Name : Sowmya-p



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Mrs. Sowmya P

ADDRESS: a) PERMANENT No. 152, 1<sup>st</sup> floor, 6<sup>th</sup> Cross, Saraswathi  
 WITH PHONE No. nagar, Bangalore North, B'lore - 560040

b) LOCAL \_\_\_\_\_  
Same

QUALIFICATIONS : M.Sc

DATE OF BIRTH : 11-5-1989

NAME OF POST : Assistant Professor

NO. & DATE OF APPOINTMENT ORDER : 18-1-18

SALARY & SCALE : 29260/-

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 18-1-18

Sowmya P  
Signature

Counter signed by the Head of the Department

PAJ  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts/Personal file

[Signature]  
Principal



ಜ ಯ ನ ಗ ರ ಶಿ ಕ್ಷ ಣ ಸಂ ಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ಫ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ಫ 2664 9277.

**Dr. K. Sujatha**  
#66, Singapore Gardens,  
Green Fields II  
Bangalore- 560 062.

**Dr: 01/01/2005**

**Dear Dr. K. Sujatha,**

I am pleased to inform you that the management has approved your promotion to the post of Professor in Physics Dept. of our **CITY ENGINEERING COLLEGE**. Your promotion is based on your performance as Asst. Professor in the department and initiative shown in the college work.

1. Your post will be confirmed subject to the satisfactory completion of One year Probation compulsorily and to be confirmed by a separate letter of appointment from the Management.
2. You will be paid total emoluments of Rs.16,400/- (**Rs. Sixteen Thousand Four Hundred only**) per month less statutory deductions Plus DA and other allowances per month.
3. As Professor in Physics Dept, you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall work on a full-time basis between 9.00 a.m. and 5.00 p.m. from Monday to Saturday. You should not leave the department without written permission.
5. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorisedly absenting more than three times is liable for termination of job.
6. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31st in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July every year and the same should be approved by the management. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interest. .
7. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti management activities or if you get a Government job (proof required)

8. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
9. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
10. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
11. If you are satisfied with the above conditions and willing to join our college please retain the first copy of this Appointment letter and append your signature on the second copy and return the same.

With best wishes,

Yours sincerely,



Principal.  
City Engineering College.

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statements to the Management, I also declare that I have the eligibility to teach as per UGC or/and AICTE norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.

*K. Sujatha*  
Signature of the candidate:

Date: 01/01/2005



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : DR K. SUJATHA

Address : a) Permanent # 66 Singapore Gardens  
GF-II Gubbalala gate, Doddakalsandra  
Bangalore - 62

Contact No. : 93 425 16201

b) Local \_\_\_\_\_

Contact No. : \_\_\_\_\_

Qualifications : M.Sc Ph.D

Date of Birth : 21-06-1963 Name of Post : Asst. Professor, HOD

No. & Date of Appointment Order : \_\_\_\_\_

Salary & Scale : 12 000 / + allowances

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 10/3/2004

K Sujatha  
Signature

Counter Signed by the Head of the Department :

K Sujatha  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of .....

CC to : Accounts / Personal File

Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore 560 070. ☎ 2664 9277.

Mrs. Nagashree .G  
#1342, 10<sup>th</sup> Main , 7<sup>th</sup> cross,  
3<sup>rd</sup> stage R.R. Nagar ,  
Bangalore-98.

15-3-2010

Dear Nagashree .G.


Sub: Appointment as Lecturer in the Department of Physics .

This is to intimate you that, you have been appointed as Lecturer in Department of Physics in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society@.
2. You will be paid total emoluments of Rs.10,000/- ( Rs. Ten Thousand Only ) per month Consolidated in the AICTE Scale of Rs.8,000 and other admissible allowances.
3. As an Lecturer in the above said department you need to maintain punctuality, teaching standards , discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorised absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year..
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one-month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.
8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college; subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institution India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.
10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.
11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.
12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

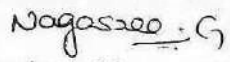
With best wishes,  
for Jayanagara Education Society®

  
President / Secretary

ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date: 15/3/2010

  
Signature of the candidate  
Name: Nagasree . G



# ITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : NAGASREE G 973 9197 282

ADDRESS : a) PERMANENT #1342, 10<sup>th</sup> Main, 7<sup>th</sup> Cross,  
WITH PHONE No. 3rd Stage, R.P. Nagar, Bangalore-98

b) LOCAL \_\_\_\_\_  
same

QUALIFICATIONS : MSc (PHYSICS)

DATE OF BIRTH : 10/05/1984

NAME OF POST : Lecturer - physics

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 15/03/2010

Nagasree G  
Signature

Counter signed by the Head of the Department

K. Srinath  
Head of the Department

He/She is permitted to join duty on the forenoon / ~~afternoon~~ of 15/3/10

Satyajit  
Principal

CC to : Accounts/Personal file



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

01<sup>st</sup> February 2022

Mr. Nagendra Prasad B. K.  
#61, 23<sup>rd</sup> Main, 3<sup>rd</sup> Cross, Marenhalli,  
J. P. Nagar 2<sup>nd</sup> Phase,  
Bengaluru-560078

Dear Nagendra Prasad B K

**Sub: Appointment as Assistant Professor in the department of Physics for City Engineering College (CEC) with effect from 01/02/2022**

This is to inform you that you have been appointed as Assistant Professor the department of Physics for CITY Engineering College, Doddakallasandra, Bengaluru-560061, with the following terms and conditions:

Your date of appointment will be First February 2022. Please give joining report to the Principal of the College and complete the joining formalities.

1. You will be on one-year probationary period, if the Performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore.

2. You will be paid in the AICTE Scale of ₹27,880/- and other admissible allowances.

3. As a Assistant Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution .

4. You are required to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address, Date of Birth, Mobile number and Email Id, also submit two passport size photos.

5. You are required to produce two letters of reference from the persons known to you for the last two years

6. You shall work on full time basis from 9A.M to 5.30P.M and should not leave the college without the written permission of the Principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays.

7. You are entitled for 12 days of casual leave per year, one casual leave for every completed month of service and CL can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months.

8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation.

9. You cannot resign or discontinue your services within the Semester as per VTU rules. You may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the CITY Engineering College and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness and not fit to work. (Proof of documentary evidence is required in all cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

12. If you decide to discontinue the job on your own in the middle of the academic Year, the academic schedule and classes will get affected. Hence, you are required to give three months' notice, prior to the last working day (i.e., if the last working day of the semester is June 15<sup>th</sup> notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the College to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.

13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Disk, Software CDs, Cupboard and Drawer keys, Camera etc. to the Administrative Officer/ Trustees and submit NOC to the Principal.

14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/ seminars/ workshop), functions or attending Principal's meetings, internal audit committees, library stock verification or any other work assigned by the Principal/Director/ Trustees/ higher officials of the institution.

15. Special benefits and consideration for employees:

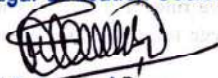
- a) Marriage: Employees completed two years of continuous service in teaching/non-teaching category (in any of the institutions under CITY Group of Institutions are eligible for 1-week paid leave.
- b) Maternity leave (ML) (Applicable for female staff members): Should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight) months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Jayanagar Education Society® Associated/Collaborated Institutions in India including the new institutions proposed to be established indifferent parts of India.

18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College.

For Jayanagar Education Society (R)

  
K.R. Paramahansa  
Authorized Signatory

**Letter of Acceptance of the Employee**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Trust for immediate verification by any visiting inspecting teams. I hereby declare that I have the eligibility to teach and for appointment of above post as per AICTE norms and as long as I am employed with CITY Engineering College under Jayanagar Education Society ®. I agree to keep my original certificates under their custody and will be returned upon my proper resignation and relieving from duties. I will not leave the College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, Principal/management can take legal action against me as per the above terms and may inform the future employer and VTU.

Signature of the Employee

Name:  
Mob:



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

053

NAME : Mrs. Nagendra Prasad . B. K

ADDRESS : a) PERMANENT #101, 23<sup>rd</sup> Main 3<sup>rd</sup> cross.  
WITH PHONE No. Maanahalli, JP Nagar, 2<sup>nd</sup> phase - 78.

b) LOCAL \_\_\_\_\_

QUALIFICATIONS : BSc / MSc / Ph.D (Pursuing)

DATE OF BIRTH : 01/02/1995

NAME OF POST : Asst. Professor

NO. & DATE OF APPOINTMENT ORDER : 01/02/2022

SALARY & SCALE : 27,880/-

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 01/02/2022

Signature

Counter signed by the Head of the Department

Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 1-2-22

Principal

CC to : Accounts / Personal File



ಜ ಯ ನ ಗ ರ ಶಿ ಕ್ಷ ಣ ಸಂ ಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

Mrs. Jyothi P  
#, 159, 2<sup>nd</sup> Cross,  
Old Bank Colony,  
Konanakunte  
Bangalore - 560 078.

Date: 01/05/2006

Dear Jyothi P

I am pleased to inform you that the management has approved your promotion to the post of Assistant Professor in Mathematics. Your promotion is based on your performance as Lecturer in the department and initiative shown in the college work.

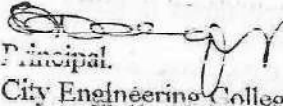
1. Your appointment is subject to the satisfactory completion of one - year Probationary period.
2. You will be paid Salary in the scale of Rs. 12 000/-420-18300+DA and other allowances per month.
3. As Lecturer in Mathematics Department, you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall work on a full-time basis between 9.00 a.m. and 5.00 p.m. from Monday to Saturday. You should not leave the department without written permission.
5. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorisedly absenting more than three times is liable for termination of job.
6. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31<sup>st</sup> in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July the management should approve every year and the same. The condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interests.

.....2

7. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in any anti-student and anti management activities or if you get a Government job (proof required)
8. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently students studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
9. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
10. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
11. If you are satisfied with the above conditions and willing to join our college please retain the first copy of this Appointment letter and append your signature on the second copy and return the same.

With best wishes,

Yours sincerely,

  
Principal,  
City Engineering College.

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statements to the Management. I also declare that I have the eligibility to teach as per UGC or/and AICTE norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.



Signature of the candidate:

Date: 1.05.06



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Tyathir P

ADDRESS : a) PERMANENT Tyathir P  
WITH PHONE No. # 159, 2nd cross, old bank colony,

b) LOCAL Konanakunte, Bangalore. Phone no 26321594  
mobile no 9544262522

QUALIFICATIONS : M.Sc (Maths) [M.phil registered]

DATE OF BIRTH : 30.5.75

NAME OF POST : Lecturer

NO. & DATE OF APPOINTMENT ORDER : 2004-2005

SALARY & SCALE : Consolidated 2004-2005

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 3.9.04

Tyathir P  
Signature

Counter signed by the Head of the Department

Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 01-09-2004

CC to : Accounts/Personal file

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)

## Jayanagar Education Society (R)

ನಂ 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಿಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070 ☎ 080 26649277

Mrs. Vanitha G R  
Doddakallasandra,  
Bengaluru-560062

26<sup>th</sup> December 2019

Dear Vanitha G R #

**Sub:** Appointment as an Assistant Professor in the Department of Mathematics - reg

This is to intimate you that, you have been appointed as Assistant Professor Department of Mathematics in City Engineering College w. e. f. 02<sup>nd</sup> January 2020, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society@.
2. You will be paid total emoluments of ₹ 23,100/- per month in the AICTE Scale
3. As a Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.



7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of Increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

#### **ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date :

Signature of the candidate  
Name :

V. H. G. R.



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : VANITHA.G.R.

ADDRESS : a) PERMANENT Vanilka.G.R. w/o Thejomurthy, "Rukuparna"  
WITH PHONE No. Near HMS school, Sira Gate, Tumkur.

b) LOCAL Vanilka.G.R. w/o Thejomurthy  
"Aphara Building", Kuvempunaagar 3<sup>rd</sup> Main  
Doddakallandra, Bangalore.

QUALIFICATIONS : MSc, BEd

DATE OF BIRTH : 11/09/1982

NAME OF POST : Asst. Professor

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 11/08/2014

Vanitha.G.R.  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

[Signature]

CC to : Accounts/Personal file

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ಫ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277

Mrs. Gayathri Annasagaram  
#17/1, 12th Main Road,  
K. P. Agrahara, Magadi Road,  
Bengaluru-560023

11<sup>th</sup> August 2014

Dear Mrs. Gayathri Annasagaram

**Sub:** Appointment as an Assistant Professor in the Department of Mathematics.

This is to intimate you that, you have been appointed as Assistant Professor Department of Mathematics in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 18,000/- per month in the AICTE Scale
3. As an Assistant Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ಫ ೨೬೬೪ ೯೨೭೭

11/08/2014

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7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

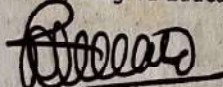
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.


With best wishes,  
for Jayanagara Education Society®

  
President / Secretary

ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 11<sup>th</sup> August 2014

  
Signature of the candidate  
Name : Gyanthi Amargam



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Gayathri Annasagaram

ADDRESS : a) PERMANENT No 20/4, II floor, Jyothy Aquatic Centre  
III Cross, Jyothy Layout, Yelchenahalli, B'lore -78

b) LOCAL No 20/4 II floor, Jyothy Aquatic Centre  
III Cross, Jyothy Layout, Yelchenahalli,  
Kanakpura Road, B'lore -78

QUALIFICATIONS : M.Sc., B.Ed

DATE OF BIRTH : 24-12-1987

NAME OF POST : Assistant Professor

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 16/8/2014

Signature

Counter signed by the Head of the Department

Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts/Personal file

Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

10<sup>th</sup> January 2018

Mrs. Kalavathi  
Vijayanagar,  
Bengaluru.

Dear Kalavathi

**Sub:** Appointment as an Assistant Professor in the Department of Mathematics - reg

This is to intimate you that, you have been appointed as Assistant Professor Department of Mathematics in City Engineering College w. e. f. 10<sup>th</sup> January 2018, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid Basic 15,600 +AGP 6,000 with admissible allowances per month in the AICTE Scale
3. As a Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

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7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the Institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®




President / Secretary

### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 10/1/18

  
Signature of the candidate  
Name : Kalavati



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Mrs. Kalavathi  
ADDRESS : a) PERMANENT #6, Muchholkar Compound, Dharwad  
WITH PHONE No. Kc park, Dharwad.  
b) LOCAL \_\_\_\_\_  
Same

QUALIFICATIONS : M. Sc  
DATE OF BIRTH : 30-9-1989  
NAME OF POST : Assistant Professor  
NO. & DATE OF APPOINTMENT ORDER : 10-1-2018  
SALARY & SCALE : 19,000/-

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 10-1-18

Principal  
Signature

Counter signed by the Head of the Department

Prathu  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts/Personal file

Principal  
Principal





ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)

## Jayanagar Education Society (R)

ನಂ 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

12<sup>th</sup> January 2018

Mrs. Ganapriya  
Bengaluru.

Dear Ganapriya

**Sub:** Appointment as an Assistant Professor in the Department of Mathematics - reg

This is to Intimate you that, you have been appointed as Assistant Professor Department of Mathematics in City Engineering College w. e. f. 12<sup>th</sup> January 2018, with the following terms and conditions.

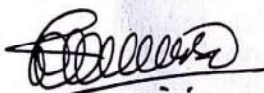
1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid Basic 15,600 +AGP 6,000 with admissible allowances per month in the AICTE Scale
3. As a Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

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7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.
8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.
10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.
11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.
12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

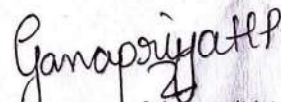


President / Secretary

#### **ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 12/01/18



Signature of the candidate  
Name :

GANAPRIYA H P



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Mrs. Ganapriya . H. P

ADDRESS : a) PERMANENT #156/1, Haralakatta, Haralakatte  
WITH PHONE No. Hassan, Arasikere, Karnataka 573117

b) LOCAL Same

QUALIFICATIONS : M.Sc

DATE OF BIRTH : 15-7-1989

NAME OF POST : Assistant Professor

NO. & DATE OF APPOINTMENT ORDER : 12-1-2018

SALARY & SCALE : 28660

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 12-1-2018

Ganapriya  
Signature

Counter signed by the Head of the Department

Tyath  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts/Personal file

GM  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ.೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯ ರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು-೫೬೦ ೦೭೦. ☎ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277.

16<sup>th</sup> April 2018

Mrs. Reena Patro  
O-4, CPWD Quarters,  
Vijayanagar,  
Bengaluru.

Dear Mrs. Reena Patro

**Sub:** Appointment as an Assistant Professor in the Department of Mathematics- reg

This is to intimate you that, you have been appointed as Assistant Professor, Department of Mathematics in City Engineering College with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society@.
2. You will be paid total emoluments of ₹ 21,000/- ( ₹ Twenty One Thousand Only) per month Consolidated in the AICTE Scale inclusive of other admissible allowances.
3. As Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new institutions and institutions proposed to be started in different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid by you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

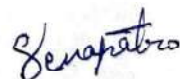


President / Secretary

#### **ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 15/3/2018

  
Signature of the candidate  
Name : *Luna Majee*



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : Reena Palio Maier.

Address : a) Permanent Reen 47 - German Nagar colony,  
old khaira Road, Nazafgarh, west Delhi.

Contact No. : 7899972416.

b) Local \_\_\_\_\_

Contact No. : \_\_\_\_\_

Qualifications : BSc, MSc

Date of Birth : 10/5/1976. Name of Post : \_\_\_\_\_

No. & Date of Appointment Order : 15/3/2018

Salary & Scale : 21,000/-

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 15/03/18

Genapato  
Signature

Counter Signed by the Head of the Department :

Tyoti  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of .....

CC to : Accounts / Personal File

Rhepiko  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ಫ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ಫ : 080 26649277

01<sup>st</sup> July 2022

Dr. S. Venkateswaran  
F3, Apex Homes, 1<sup>st</sup> Main, 3<sup>rd</sup> Cross, Manjunatha Nagar  
Chikkalasandra, Bengaluru-560061

Dear Dr. S. Venkateswaran

Sub: Appointment as Professor in the department of Humanities & Science for City Engineering College (CEC) with effect from 01/07/2022

This is to inform you that you have been appointed as Professor the department of Humanities & Science for CITY Engineering College, Doddakallasandra, Bengaluru-560061, with the following terms and conditions:

Your date of appointment will be First July 2022. Please give joining report to the Principal of the College and complete the joining formalities.

1. You will be on one-year probationary period, if the Performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore.
2. You will be paid in the AICTE Scale of ₹30,000/- and other admissible allowances.
3. As a Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution .
4. You are required to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address, Date of Birth, Mobile number and Email Id, also submit two passport size photos.
5. You are required to produce two letters of reference from the persons known to you for the last two years
6. You shall work on full time basis from 9A.M to 5.30P.M and should not leave the college without the written permission of the Principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays.
7. You are entitled for 12 days of casual leave per year, one casual leave for every completed month of service and C.I. can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months.
8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation.
9. You cannot resign or discontinue your services within the Semester as per VTU rules. You may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the CITY Engineering College and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.
10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness and not fit to work. (Proof of documentary evidence is required in all cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the College.
11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

12. If you decide to discontinue the job on your own in the middle of the academic Year, the academic schedule and classes will get affected. Hence, you are required to give three months' notice, prior to the last working day (i.e., if the last working day of the semester is June 15<sup>th</sup>, notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the College to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.

13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Disk, Software CDs, Cupboard and Drawer keys, Camera etc. to the Administrative Officer/ Trustees and submit NOC to the Principal.

14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/ seminars/ workshop), functions or attending Principal's meetings, Internal audit committees, library stock verification or any other work assigned by the Principal/Director/ Trustees/ higher officials of the institution.

15. Special benefits and consideration for employees:

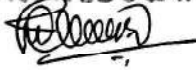
- a) Marriage: Employees completed two years of continuous service in teaching/non-teaching category (in any of the institutions under CITY Group of Institutions are eligible for 1-week paid leave.
- b) Maternity leave (ML) (Applicable for female staff members): Should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight) months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Jayanagar Education Society® Associated/Collaborated Institutions in India including the new institutions proposed to be established in different parts of India.

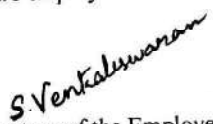
18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College.

For JAYANAGAR EDUCATION SOCIETY (R)

  
Authorized Signatory/Secretary

**Letter of Acceptance of the Employee**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Trust for immediate verification by any visiting inspecting teams. I hereby declare that I have the eligibility to teach and for appointment of above post as per AICTE norms and as long as I am employed with CITY Engineering College under Jayanagar Education Society ®. I agree to keep my original certificates under their custody and will be returned upon my proper resignation and relieving from duties. I will not leave the College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, Principal/management can take legal action against me as per the above terms and may inform the future employer and VTU.

  
Signature of the Employee

Name:  
Mob:





# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

054

NAME : S. VENKATESHARAN

ADDRESS : a) PERMANENT F3, Apex Home, 1st Main, 3rd cross  
WITH PHONE No. Mangalambayal, Chelikerkalla Sarma,

b) LOCAL

H6, LIC Day ni, Chelikerkalla Sarma,  
Byanapalya, Bangalore

QUALIFICATIONS : M.A. M.Phil, MEd; Ph.D; PGDTE.

DATE OF BIRTH : 19.06.1975

NAME OF POST : Professor

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 02/07/2022

S. Venkateshwaran  
Signature

Counter signed by the Head of the Department

Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 2-7-22

CC to : Accounts / Personal File

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ಫ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277

22<sup>nd</sup> October 2011

Mr. K. Satish Hande  
#230 'Sri. Raama,  
Vittalnagar, HBCS, ISRO Layout,  
Bangalore-560078

Dear Mr. K. Satish Hande

**Subject:** Appointment as an Assistant Professor in the Department of Humanities and Science - reg

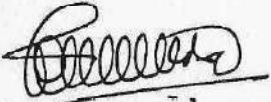
This is to intimate you that, you have been appointed as Assistant Professor Department of Humanities and Science in Basic Science of City Engineering College with effect from 22/10/2011, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 20,000/- per month in the AICTE Scale
3. As Assistant Professor in the above said department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorized, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

.....2

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.
8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have jointed the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.
9. Your job is transferrable to any of the Institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.
10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.
11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.
12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®



President / Secretary

### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 22/10/11



Signature of the candidate  
Name :



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : K. SATISH HANDE

Address : a) Permanent No. 230 "Shri Rama"  
VITTIALNAGAR HBES,  
ISRO LAYOUT, BANGALORE-560078

Contact No. : 080 26662145

b) Local (M) 9164 222955

Contact No. : \_\_\_\_\_

Qualifications : M.Com. LL.B.

Date of Birth : 19-08-1951 Name of Post : Asst. Professor

No. & Date of Appointment Order : \_\_\_\_\_

Salary & Scale : B.P.  
15,980 as per VI Pay = Gross 20,000/-

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 22/10/2011

Hande  
Signature

Counter Signed by the Head of the Department :

Justice  
Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of .....

CC to : Accounts / Personal File

Prabhu  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ಫೋನ್ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ 080 26649277

Mrs. Nagashree  
Bengaluru

30<sup>th</sup> December 2019

Dear Nagashree

**Sub:** Appointment as an Assistant Professor in the Department of Humanity & Science.

This is to intimate you that, you have been appointed as Assistant Professor Department of Humanity & Science in City Engineering College w. e. f. 01<sup>st</sup> January 2020, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society@.
2. You will be paid total emoluments of ₹ 24,500/- per month in the AICTE Scale
3. As a Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the part time lecturers remuneration, cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of July and salary payable in August of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

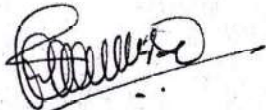
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new institutions and institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

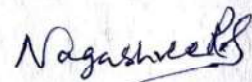
With best wishes,  
for Jayanagara Education Society®



President / Secretary

#### **ACCEPTANCE OF THE EMPLOYEE**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.



Signature of the candidate  
Name :

Date :



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

014

NAME : Nagashree

ADDRESS : a) PERMANENT # 383, 42<sup>nd</sup> Cross, 8<sup>th</sup> Block,  
WITH PHONE No. Jayanagar, Bangalore - 82

b) LOCAL \_\_\_\_\_

QUALIFICATIONS : B.A, M.A

DATE OF BIRTH : 20/03/1981

NAME OF POST : Assistant Professor

NO. & DATE OF APPOINTMENT ORDER : 01<sup>st</sup> January 2020

SALARY & SCALE : ₹ 24500/-

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 01/01/2020

Nagashree  
Signature

Counter signed by the Head of the Department

Rande  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of \_\_\_\_\_

CC to : Accounts / Personal File

Ras...  
Principal  
CITY ENGINEERING COLLEGE  
Kanakapura Main Road, BANGALORE - 560 061



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. ೨೭/೨, ೩೩ನೇ ಅಡ್ಡರಸ್ತೆ, ೨ನೇ ಮುಖ್ಯರಸ್ತೆ, ೭ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦ ೦೭೦. ಫ ೨೬೬೪ ೯೨೭೭  
No. 27/2, 33rd Cross, 2nd Main Road, 7th Block, Jayanagar, Bangalore - 560 070. ☎ 2664 9277  
28<sup>th</sup> May 2013

Mrs. Nivedita Chirantan  
Bengaluru

Dear Nivedita Chirantan

**Sub:** Appointment as an Assistant Professor In the Department of Humanities & Science - req

This is to intimate you that, you have been appointed as Assistant Professor, Department of Humanities & Science in City Engineering College with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society®.
2. You will be paid total emoluments of ₹ 23,300/- ( ₹ Twenty Three Thousand Three Hundred Only) per month Consolidated in the AICTE Scale inclusive of other admissible allowances.
3. As Assistant Professor you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down: only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti- college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.



7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have joined the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

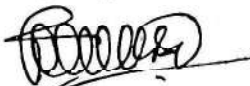
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®




President / Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 1/6/18



Signature of the candidate

Name : NIVEDITA CHIRANTAN



# CITY ENGINEERING COLLEGE

VASANTHAPURA, BANGALORE - 560 062.

## DUTY JOINING REPORT

NAME : Nivedita Chirantan.

ADDRESS : a) PERMANENT SF-03, S.V.E. Leganae, Gopal Krishna  
WITH PHONE No. Layout, Vasanthapura, Bangalore-61.

b) LOCAL \_\_\_\_\_

QUALIFICATIONS : L.L.M

DATE OF BIRTH : 24-10-1982.

NAME OF POST : Asst. Professor - Dept. of Humanities.

NO. & DATE OF APPOINTMENT ORDER : 28<sup>th</sup> May 2018.

SALARY & SCALE : Rs. 23,300/-

As per the above appointment order, I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal

Date : 01-06-2018.

  
Signature

Counter signed by the Head of the Department

  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 01-06-2018

CC to : Accounts/Personal file



Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

Mr. Rangaswamy T  
#406, A. N. Comforts,  
Gubbalala Village,  
Bengaluru-560061

20<sup>th</sup> November 2021

Dear Rangaswamy T

**Subject: Appointment as an Physical Director in CEC - reg**

This is to intimate you that, you have been appointed as Physical Director in City Engineering College, with the following terms and conditions.

1. Your appointment is against permanent vacancy and subject of satisfactory completion of one year compulsory probationary period and has to be confirmed by a separate letter of appointment from the President / Secretary of Jayanagara Education Society@.
2. You will be paid total emoluments of ₹ 15,000/- per month in the AICTE Scale
3. As an Physical Director, you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work full time basis and you should not leave the department without the written permission of the Principal during the college working hours 9 A.M. to 5 P.M. on all working days. You shall avail leave and holidays with prior approval of the Principal as per college rules. Unauthorized absence of more than 4 days continuously from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three times is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per VTU rules. You may leave at the end of the semester by giving one month's prior notice by giving a resignation letter compulsorily to the President/ Secretary of the Jayanagar Education Society and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of the each academic year and the same should be approved by the Society President/Secretary. Marks statements/Marks cards will be released to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid switching over from our College to any other College in the in the middle of the academic year.
6. You will be relieved within reasonable time, if you get a Govt. job, foreign assignment, due to prolonged illness or if you are not fit to work, (proof of documentary evidence is required in cases). You will also be relieved within the said academic year without notice if you services are not satisfactory and your teaching is substandard as per the expected quality standards of the college and not willing to accept the delegated responsibilities. If you involve in any anti-student, anti-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. If you decide to discontinue the job on your own during the academic year the academic schedule gets disturbed and consequently student studies will get affected, as the sole objective of the College is to provide quality education. Both college and you are required to give one month's notice to either side i.e. 30 days before the end of the semester. In case of NO notice is served by you, you are required to pay compulsorily pre-calculated liquidated damages to the college to an extent of ₹ 1,00,000/- to cover the cost of advertising, conducting Interviews, experts professional fees and all other associated expenses.

8. For calculation of increment, which is due from the month of October and salary payable in November of every year and one should have put in 7(seven) months service within the academic year in the institution or you should have jointed the college on or before 1<sup>st</sup> March. Increment will be paid for every completed year of service in our college, subject to your teaching performance and general behavior, punctuality, participation in academic and co-curricular activities, presentation of seminars, workshops, publication of articles in national and international journals during the academic year. However, Society will have the right to withhold/defer your increment in case your services are not satisfactory. Every year performance appraisal committee (PAC) will review your services and recommend for your increment and continuation of services in Jayanagar Education Society institutions.

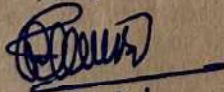
9. Your job is transferrable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and Institutions proposed to be started at different parts of India.

10. If you involve in any malpractice i.e., conduct and evaluation of internal assessment, marks or favouring in giving attendance to students or not accepting VTU exam, invigilation work or valuation of answer scripts, or any other matters relating to VTU and College. You will be terminated without further notice. Any penalty levied by the VTU should be paid you only and not by the college.

11. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the VTU/AICTE or any Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you at the time of leaving.

12. If you are satisfied with the above conditions and willing to join our college, please retain the first copy of this Appointment letter and affix your signature on the second copy and return the same to the Principal along with Original Certificates.

With best wishes,  
for Jayanagara Education Society®

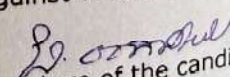


President / Secretary

#### ACCEPTANCE OF THE EMPLOYEE

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal. I hereby declare that I have the eligibility to teach as per UGC or/and AICTE norms. As long as I am in employment with Jayanagar Education Society®, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer and VTU.

Date : 20/11/21

  
Signature of the candidate  
Name : T. RANGA SWAMY



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

036

NAME : RANGASWAMY.T

ADDRESS : a) PERMANENT 406, A.N. Composts, Gubbalalu  
WITH PHONE No. Village, Bangalore - 61

b) LOCAL \_\_\_\_\_

QUALIFICATIONS : B.A., B.P.Ed.

DATE OF BIRTH : 02-06-1958

NAME OF POST : physical director

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 20.11.21

[Signature]  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 20-11-21

[Signature]  
Principal

CC to : Accounts / Personal File



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಜಾಜನ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

15<sup>th</sup> December 2021

Mrs. Deepu R Ganiga  
Sheshagiri Pai Clinic,  
Arivu #61, Ground Floor, 1st Cross,  
BSK 6th Stage, 4th Block, LIC Colony, Vajarahalli,  
Talagattapura post, Bengaluru-560109

Mrs. Deepu R Ganiga

Sub: Appointment as Assistant Professor in the department of Humanities and Science for City Engineering College (CEC) with effect from 15/12/2021

This is to inform you that you have been appointed as Assistant Professor the department of Humanities and Science for CITY Engineering College, Doddakallasandra, Bengaluru-560061, with the following terms and conditions:

Your date of appointment will be 15/12/2021. Please give joining report to the Principal of the College and complete the joining formalities.

1. You will be on one-year probationary period, if the Performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore.
2. You will be paid in the AICTE Scale of ₹23,300/- and other admissible allowances.
3. As a Assistant Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution.
4. You are required to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address, Date of Birth, Mobile number and Email Id, also submit two passport size photos.
5. You are required to produce two letters of reference from the persons known to you for the last two years
6. You shall work on full time basis from 9A.M to 5.30P.M and should not leave the college without the written permission of the Principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays.
7. You are entitled for 12 days of casual leave per year, one casual leave for every completed month of service and CL can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months.
8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation.
9. You cannot resign or discontinue your services within the Semester as per VTU rules. You may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the CITY Engineering College and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.
10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness and not fit to work. (Proof of documentary evidence is required in all cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the College.
11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

12. If you decide to discontinue the job on your own in the middle of the academic Year, the academic schedule and classes will get affected. Hence, you are required to give three months' notice, prior to the last working day (i.e., if the last working day of the semester is June 15<sup>th</sup> notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the College to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.

13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Disk, Software CDs, Cupboard and Drawer keys, Camera etc. to the Administrative Officer/ Trustees and submit NOC to the Principal.

14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/ seminars/ workshop), functions or attending Principal's meetings, internal audit committees, library stock verification or any other work assigned by the Principal/Director/ Trustees/ higher officials of the institution.

15. Special benefits and consideration for employees:

- a) Marriage: Employees completed two years of continuous service in teaching/non-teaching category (in any of the institutions under CITY Group of Institutions are eligible for 1-week paid leave.
- b) Maternity leave (ML) (Applicable for female staff members): Should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight) months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Jayanagar Education Society® Associated/Collaborated Institutions in India including the new institutions proposed to be established indifferent parts of India.


18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College.

For Jayanagar Education Society (R)

  
K.R. Parashamsa  
President  
Authorized Signatory

#### Letter of Acceptance of the Employee

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Trust for immediate verification by any visiting inspecting teams. I hereby declare that I have the eligibility to teach and for appointment of above post as per AICTE norms and as long as I am employed with CITY Engineering College under Jayanagar Education Society ®. I agree to keep my original certificates under their custody and will be returned upon my proper resignation and relieving from duties. I will not leave the College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, Principal/management can take legal action against me as per the above terms and may inform the future employer and VTU.

  
Signature of the Employee

Name: Deepa Gowda  
Mob: 7026126350



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

035

NAME : Deepa R. Ganiga

ADDRESS : a) PERMANENT  
WITH PHONE No. \_\_\_\_\_

b) LOCAL

Sheshagiri Pai clinic, Arivu # 61, ground  
Floor, 1<sup>st</sup> cross, BSK, 6<sup>th</sup> stage, 4<sup>th</sup> Block,  
LIC colony, Vajarahalli, Talagatturwa post-  
Ph: 7026126350

QUALIFICATIONS : M-A- B-Ed.

DATE OF BIRTH : 25-01-1972.

NAME OF POST : Assistant Lecturer.

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 15.12.2021.

Signature

Counter signed by the Head of the Department

Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 15-12-2021

CC to : Accounts / Personal File

Principal





ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

01<sup>st</sup> July 2022

Mr. Ravikirana D R  
Haranahalli Hobli. Periyapatna Talluku,  
Doddakamaravalli Post,  
Dinadagadu,  
Mysore-571187

Mr. Ravikirana D R

Sub: Appointment as Assistant Professor in the department of Humanities and Science for City Engineering College (CEC) with effect from 01/07/2022

This is to inform you that you have been appointed as Assistant Professor the department of Humanities and Science for CITY Engineering College, Doddakallasandra, Bengaluru-560061, with the following terms and conditions:

Your date of appointment will be 01/07/2022. Please give joining report to the Principal of the College and complete the joining formalities.

1. You will be on one-year probationary period, if the Performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore.
2. You will be paid in the AICTE Scale of ₹23,300/- and other admissible allowances.
3. As a Assistant Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution .
4. You are required to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address, Date of Birth, Mobile number and Email Id, also submit two passport size photos.
5. You are required to produce two letters of reference from the persons known to you for the last two years
6. You shall work on full time basis from 9A.M to 5.30P.M and should not leave the college without the written permission of the Principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays.
7. You are entitled for 12 days of casual leave per year, one casual leave for every completed month of service and CL can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months.
8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation.
9. You cannot resign or discontinue your services within the Semester as per VTU rules. You may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the CITY Engineering College and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.
10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness and not fit to work. (Proof of documentary evidence is required in all cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the College.
11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

12. If you decide to discontinue the job on your own in the middle of the academic Year, the academic schedule and classes will get affected. Hence, you are required to give three months' notice, prior to the last working day (i.e., if the last working day of the semester is June 15<sup>th</sup> notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the College to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.

13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Disk, Software CDs, Cupboard and Drawer keys, Camera etc. to the Administrative Officer/ Trustees and submit NOC to the Principal.

14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/ seminars/ workshop), functions or attending Principal's meetings, internal audit committees, library stock verification or any other work assigned by the Principal/Director/ Trustees/ higher officials of the institution.

15. Special benefits and consideration for employees:

- a) Marriage: Employees completed two years of continuous service in teaching/non-teaching category (in any of the institutions under CITY Group of Institutions are eligible for 1-week paid leave.
- b) Maternity leave (ML) (Applicable for female staff members): Should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight) months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Jayanagar Education Society® Associated/Collaborated Institutions in India including the new institutions proposed to be established indifferent parts of India.

18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College.

For Jayanagar Education Society (R)

  
K.R. Paramahansa  
Authorized Signatory

**Letter of Acceptance of the Employee**

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Trust for immediate verification by any visiting inspecting teams. I hereby declare that I have the eligibility to teach and for appointment of above post as per AICTE norms and as long as I am employed with CITY Engineering College under Jayanagar Education Society ®. I agree to keep my original certificates under their custody and will be returned upon my proper resignation and relieving from duties. I will not leave the College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, Principal/management can take legal action against me as per the above terms and may inform the future employer and VTU.

Signature of the Employee

Name:  
Mob:



# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

056

NAME : RAVI KIRANA.D.R

ADDRESS : a) PERMANENT S/o Remuka, Hasanahalli Hobli  
WITH PHONE No. Periyapatna Taluk, Doddakannuravalli Post

b) LOCAL Dindagadu

QUALIFICATIONS : B.A , LLB

DATE OF BIRTH : 19/07/1993

NAME OF POST : Assistant professor

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : 23,300/-

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 01/07/2022

Ravi Kiran  
Signature

Counter signed by the Head of the Department

[Signature]  
Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 1-7-2022

CC to : Accounts / Personal File

[Signature]  
Principal

**CITY ENGINEERING COLLEGE**  
Doddakallasandra, opp Kanakapura Main Road,  
BANGALORE - 560 061

Mr. B. N. Basavaraju  
No. 106/1, Bhuvaneshwari Nagar  
Attibele  
Anekal Taluk  
Bangalore

Date: 22/08/2007

Dear B. N. Basavaraju

This is to intimate you that, you have been appointed as a Librarian of our CITY ENGINEERING COLLEGE, w.e.f. 22/08/2007 based on your application and personal interview you had with following terms, the conditions, and us.

1. Your post will be confirmed subject to the satisfactory completion of One year Probation compulsorily and to be confirmed by a separate letter of appointment from the Management.
2. You will be paid total emoluments of Rs. 11,000/- (Rs. Eleven Thousand Only) per-month Consolidated.
3. As a Librarian you need to maintain punctuality, discipline and Decorum of the College, by keeping the professional secrecy and status and will not indulge in student activities and anti college activities.
4. You shall avail leave and holidays as per the College rules. Leave is not a prerogative of the employees, unless and otherwise sanctioned by the President. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days leave for the purpose of salary calculation. Unauthorisedly absenting more than three times is liable for termination of job.
5. The academic year starts from October of the current year to July of the next year. You are required to work till the end of the academic year (July). If you want to discontinue from the services, you are required to give one months notice on July 1<sup>st</sup> and get yourself relieved by July 31<sup>st</sup> in any year. If you wish to continue you are required to confirm your willingness in writing by 1<sup>st</sup> of July the management should approve every year and the same. The condition is laid down only to safeguard the Academic interests of students during the academic year and to avoid any jumping from our college to any other college in the middle of the academic year, which affects the students interests.

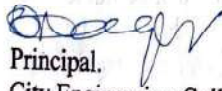
2  
2007/08/22

2007/08/22

6. You will be relieved within the said academic year if your services are not satisfactory as per the expected standards of the college and if you involve in anti-student and anti management activities or if you get a Government job (proof required)
7. If you decide to discontinue the job on your own during the academic year (October to July) the academic schedule gets disturbed and consequently student studies will be affected, as the sole objective of the College is to provide quality education. You are required to pay compulsorily damages to the college to an extent of an amount equivalent to 6 months salary drawn by you Rs. 50,000/- whichever is less.
8. Your job is transferable to any of the institutions under Jayanagar Education Society or its associated institutions in India or abroad including the new Institutions and institutions proposed to be started at different parts of India.
9. Before reporting to the duty you should deposit all original certificates and testimonials with the College for immediate verification by the University or Inspection Committee. You may obtain acknowledgement from the college and the certificates will be returned to you after you dissociates with the college.
10. If you are satisfied with the above conditions and willing to join our college please retain the first copy of this Appointment letter and append your signature on the second copy and return the same.

With best wishes,


Yours sincerely,

  
Principal.

City Engineering College.



I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statements to the Management, I also declare that I have the eligibility to teach as per UGC or/and AICTE norms and as long as I am in employment with Jayanagar Education Society, I will not leave the College in the middle of the academic session and do not cause inconvenience to the students, in case of breach of understanding by me, management can take legal action against me as per above terms and may inform the future employer.

  
Signature of the candidate:

22/08/2007

Date: 22/08/2007



# CITY ENGINEERING COLLEGE

Via Kanakapura Road, Doddakalsandra, Bangalore - 560 062.  
Tel : 080 26669313 / 14, Fax : 26669314

## Duty Joining Report

Name : B.N. BASAVARATU

Address : a) Permanent # 295, T.P. Lakshminarayana  
N.V. Nagar, Subramanya Purandara, BANGALORE - 061

Contact No. : 9902108678

b) Local \_\_\_\_\_

Contact No. : 9902108678

Qualifications : MA M.L.Sc. Mphil

Date of Birth : 05/10/1964 Name of Post : Librarian

No. & Date of Appointment Order : 27 August 2007

Salary & Scale Rs. 10,500/-

As per the above appointment order, I wish to report for duty today forenoon/ afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date: 27/8/2007

[Signature]  
Signature

Counter Signed by the Head of the Department :

Head of the Department

He / She is permitted to join duty on the forenoon / afternoon of 27 Aug 2007

CC to : Accounts / Personal File

[Signature]  
Principal



ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ)  
**Jayanagar Education Society (R)**

ನಂ. 27/2, 33ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಮುಖ್ಯರಸ್ತೆ, 7ನೇ ಬಡಾವಣೆ, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560070. ☎ : 080 26649277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070. ☎ : 080 26649277

25<sup>th</sup> May 2022

Ms. Pavithra R S  
#1831, Vrushabhavathi Nagar,  
BDA 4<sup>th</sup> H Block, BSK 6<sup>th</sup> Stage,  
Gubbalala, Bengaluru-560109

Dear Pavithra R S

Sub: Appointment as Assistant Librarian in the Department of Library for City Engineering College (CEC) with effect from 25/05/2022

This is to inform you that you have been appointed as Assistant Librarian in the Department of Library for CITY Engineering College, Doddakallasandra, Bengaluru-560061, with the following terms and conditions:

Your date of appointment will be 25<sup>th</sup> May 2022. Please give joining report to the Principal of the College and complete the joining formalities.

1. You will be on one-year probationary period, if the Performance Appraisal Committee (PAC) recommends a separate letter of appointment will be issued by the Chairman City Institutions Bangalore.
2. You will be paid in the AICTE Scale of ₹21,230/- and other admissible allowances.
3. As a Assistant Librarian in the Department of Library in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code, personal hygiene and decorum as detailed by the institution.
4. You are required to furnish a copy of AADHAR card PAN card / Passport as a proof of permanent and present address, Date of Birth, Mobile number and Email Id, also submit two passport size photos.
5. You are required to produce two letters of reference from the persons known to you for the last two years
6. You shall work on full time basis from 9A.M to 5.30P.M and should not leave the college without the written permission of the Principal during the working hours on all working days. You will follow the leave rules and holidays normally observed in CITY Institutions. You shall avail leave with prior approval as per the college rules. During the period of probation staff are permitted to avail casual leaves and declared holidays.
7. You are entitled for 12 days of casual leave per year, one casual leave for every completed month of service and CL can be accumulated during the calendar year, but cannot be utilized in advance for the forth coming months.
8. Unauthorized absence of more than 3 days continuously from attending the duties will be liable for termination of your services without notice and unauthorized absence of a day will be calculated as two days of absence for the purpose of salary calculation.
9. You cannot resign or discontinue your services within the Semester as per VTU rules. You may leave at the end of Semester by giving three months prior notice by submitting a resignation letter to the Principal of the CITY Engineering College and obtain an acknowledgement. If you wish to continue or discontinue you should confirm in writing at the beginning of each academic year and the same should be approved by the Chairman of the Trust, the original marks cards will be returned to you, only when you give proper notice of resignation. This condition is laid down only to safeguard the academic interests of students during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.
10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness and not fit to work. (Proof of documentary evidence is required in all cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching quality and administrative capabilities are not as per the expected quality standards of the College.
11. You will be relieved if you are not willing to accept the delegated responsibilities. If you involve in any Anti-student and anti-management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

12. If you decide to discontinue the job on your own in the middle of the academic Year, the academic schedule and classes will get affected. Hence, you are required to give three months' notice, prior to the last working day (i.e., if the last working day of the semester is June 15<sup>th</sup> notice to be given by March 15<sup>th</sup>) or pay compulsorily pre-calculated liquidated damages to the College to an extent of three months' salary to cover the recruitment expenses, cost of advertising, conducting interviews, expert professional interviewers' fees and all other associated expenses.

13. Before you get relieved you have to handover the relevant documents, work related materials and payback any advance amount taken, return library books, institutional data backup, mobile phones, laptops, CDs, DVDs, Pen Drive, External Hard Disk, Software CDs, Cupboard and Drawer keys, Camera etc. to the Administrative Officer/ Trustees and submit NOC to the Principal.

14. You should attend college all times, if there is any work related to college examinations, submission of proposals to AICTE, VTU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/ seminars/ workshop), functions or attending Principal's meetings, internal audit committees, library stock verification or any other work assigned by the Principal/Director/ Trustees/ higher officials of the institution.

15. Special benefits and consideration for employees:

- a) Marriage: Employees completed two years of continuous service in teaching/non-teaching category (in any of the institutions under CITY Group of Institutions are eligible for 1-week paid leave.
- b) Maternity leave (ML) (Applicable for female staff members): Should have put in minimum of two years of continuous service, 15 days paid leave (one week before and one week after delivery) will be granted for the first child only.

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of your services and increment. You should have put in 08 (eight) months of continuous service before June of the year to be eligible for increment. However, Trust will have the right to withhold or defer increment in case your services are not satisfactory and other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Jayanagar Education Society® Associated/Collaborated Institutions in India including the new institutions proposed to be established in different parts of India.

18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign on the second copy and return the same to the Principal of the College.

For Jayanagar Education Society, (R)

  
K.R. Paramahansa  
President  
Authorized Signatory

#### Letter of Acceptance of the Employee

I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Trust for immediate verification by any visiting inspecting teams. I hereby declare that I have the eligibility to teach and for appointment of above post as per AICTE norms and as long as I am employed with CITY Engineering College under Jayanagar Education Society ®. I agree to keep my original certificates under their custody and will be returned upon my proper resignation and relieving from duties. I will not leave the College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, Principal/management can take legal action against me as per the above terms and may inform the future employer and VTU.

Signature of the Employee

Name:

Mob:





# CITY ENGINEERING COLLEGE

JAYANAGAR EDUCATION SOCIETY (R)

Doddakallasandra, Off. Kanakapura Road, Bangalore - 560 061.

## DUTY JOINING REPORT

042

NAME : Pavithra R-S

ADDRESS : a) PERMANENT #1831, Vashabha Vathi Nagar  
WITH PHONE No. BDA 4th H Block, BSK 8th stage, Cubbalala

b) LOCAL -/-

QUALIFICATIONS : B.A , BLISC

DATE OF BIRTH : 03/06/1988

NAME OF POST : Asstaint Librarian

NO. & DATE OF APPOINTMENT ORDER : \_\_\_\_\_

SALARY & SCALE : \_\_\_\_\_

As per the above appointment order. I wish to report for duty today forenoon/afternoon. I have read and understood all the conditions of appointment and agree to abide by the same. I undertake not to apply for any other job except through the Principal and also not to take up any other remunerative or honorary work full time or part time without the written permission from the Principal.

Date : 25/5/2022

Pavithra R-S  
Signature

Counter signed by the Head of the Department

Head of the Department

He/She is permitted to join duty on the forenoon / afternoon of 25-5-22

CC to : Accounts / Personal File

[Signature]  
Principal