



# Lavanya Education Society (R)

Ramananda Ashrama, DODDABALLAPUR - 561 203.

Bangalore Rural Dist.

www.Lavanyainstitutions.org

info@Lavanyainstitutions.org

Ref.: LES/2019-20 |

Date : 30-03-2019

## APPOINTMENT ORDER

- a. Name of the Applicant : J.V. CHANDRASHEKAR
- b. S/o D/o W/o : B.H. VENKATACHALAPATHY
- c. Qualification : M.Com, M.Phil
- d. Department & Designation : PRINCIPAL
- e. Date of Birth : 29.11.1979
- f. Date of Joining : 01.04.2019

With reference to your Application dated 30-03-2019 The Management is pleased to offer you the post of PRINCIPAL on a consolidated pay of Rs. 30,000/- per month for a period of one year on probation / adhoc-basis provided the following terms and conditions are acceptable to you:

### Your Appointment is Contingent upon the Following Conditions:

- Your minimum completion period of service should be one full academic year. However, if your services, actions and comments are found detrimental to the institution or if you resort to corporal punishments or humiliation, or harass children either physically or mentally you shall be immediately terminated without assigning any reason. On the basis of your performance, if you are found to be not improving or showing growth in your performance, results your services will be stopped with 3 months' notice
- You are eligible for annual increment provided your work continues and is found satisfactory. However, the grant of increment is not warranted in adverse cases of report and result.
- You shall be responsible for the Safe custody of the Registers, Documents and other records handed over to you. In case of any damage / loss, the management shall have the right to initiate disciplinary proceedings against you.
- Your services to the institution(s) must be in strict adherence to the nature of work/ timings/ leaves/ holidays etc., as adopted by the concerned place of work from time to time.

- You shall teach for ..... periods per day or ..... 08 periods per week along with the Administrative and Financial responsibilities. You shall be given teaching periods, invigilation, substitutions, paper correction work etc., as a part of your role and it may vary on case to case basis.
- You will not be allowed to take up any full-time /part-time services in any other organization or institution once you are appointed.
- You are not allowed to leave the campus during the working hours without prior permission of the Secretary; you shall devote your whole time effort to the service of the Institution.
- You are entitled for 12 days of casual leaves only per annum. Leaves awaited for more than two days during the same calendar month incur loss of pay.
- You must apply leave well in advance and handover the charge to the Senior Lecturer. Leave informed on the same day will be considered loss of pay.
- Leave applying a day before or a day after the holidays, then those will also be considered as leaves.
- You are not supposed to apply leave during Examinations, important days and meetings.
- You will be required to cooperate with other employees of the institution so as to achieve all-round efficient performance i.e., in the curriculum and all other departments and making an effective contribution in the development of the institution.
- You will not be permitted to resign during the academic year except under very special circumstances, in which case, you shall give three months' notice or pay in lieu of. However under any circumstances if you are leaving in the middle of the academic year you need to pay the amount expended on you for the subject training workshop(s) that you attended.
- You should not indulge yourself in any political/ anti-social/ anti-institutional/ trade union activities during the period of your service failing which your services stand terminated automatically without any obligation.
- You must not have financial transactions/ business with other staff members. Management will not be responsible for such transactions.
- You will maintain confidentiality of all the organization proprietary information, including customer information, parents, finances etc., unless disclosure is specifically required for statutory purposes.
- You shall intimate any change of address within a week from change of your present residential address.
- You shall abide by the rules and regulations of the institutions and the instructions issued by the managing committee communicated through the head of the institution from time to time.
- You are advised to report to duty on 01.04.2019

**APPOINTMENT AUTHORITY**  
**HON. SECRETARY**

*You are advised to sign the certificate below and report to duty as mentioned, failing which the appointment stands lapsed or cancelled.*

### CERTIFICATE OF ACCEPTANCE

Having read the terms and conditions mentioned above, I acknowledge to abide them/ any of those modified and brought into force from time to time in the interest of the institution. I thank the management for the opportunity extended to me and promise that I shall strive hard to come up to its expectations in all my endeavors.

I hereby join the duty from: 01/04/2019

Place: Dodda Ballapur

Date: 01.04.2019

**Signature of the Applicant**

**Endorsement:** Please submit original testimonials for verification.

NOTE: please ignore if already submitted