



ಸಂತ ಅಲಾಷಿಯಸ್ ಪದವಿ ಕಾಲೇಜು ST. ALOYSIUS DEGREE COLLEGE

Centre for Post Graduate Studies

Accredited by NAAC

Cox Town, Bangalore - 560 005.

Ph: 080-25460226 / 25466393. Fax: 25466394

Website : www.stalloysiusdegreecollege.com

Permanent
Confirmed
Staff

1-06-2019

To,

Mrs Sunila A Mathew, MCA, MPhil Comp: Science, PGDCA.

Assistant Professor,
St.Aloysius Degree College,
Bengaluru - 560 005

Sub: Appointment as Assistant Professor in the Department of Computer Science as the
Permanent Faculty.

After the successful completion of two years of service, the Management is pleased to inform you that your services are continued as a permanent staff of the Dept: of Computer Science as Assistant Professor in St Aloysius Degree College and Centre for P G Studies. Your services will be reviewed every five years and you are here by informed to abide by the following terms and conditions.

- After your successful completion of two years of probation the management is happy to appoint you as a permanent staff for five years from June 2019 to June 2024. Your services will thereafter be reviewed every five years till you reach your superannuation.
- You will be entitled for 12 days of leave. You may avail leave with the prior information/permission and approval of the principal.
- Leave availed of in excess of casual leave shall be considered as earned leave (EL). The permanent staff are entitled for 10 days EL for the academic year. In case of illness, accident, research or emergency earned leave can be utilized or reserved for future requirements for the subsequent year only. There is no provision for leave encashment in unaided institutions.
- Earned leave is sanctioned by the Manager/Correspondent of the college at the written request of the staff. However, the Manager will keep the Principal informed regarding the EL sanctioned to the staff.
- You shall strictly abide by the rules, regulations, office orders and instructions issued by the Management from time to time.
- Your working hours are from 8.15 a.m. to 3.30 p.m. from Monday to Friday and from 8.15 a.m. to 1.30 p.m. on Saturday. You are expected to be available for any special duty on Saturdays and Sundays if asked for. You are expected to participate in seminars, extension work and research activities besides your teaching in the College.

- h) The college expects you to publish at least two articles a year, participate in two seminars, one of which you would read a paper and participate in an extension activity in each semester.
- i) You are expected to attend, organize or help in all the functions of the college. You shall do nothing which is unbecoming of a teacher of the college. You are required to be in formal dress as a professional in teaching profession in Higher Education.
- j) During your appointment with us, your progress and your performance will be assessed. you shall not work anywhere else directly or indirectly, part time or in any other capacity without the approval of the Manager and the Principal.
- k) The service conditions of the Archdiocesan Board of Education amended from time to time shall be applicable to you. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
- l) At anytime if admissions decline below the minimum as required by the University, the Management may consider the subject or the course not viable. The Management will give you three months' notice before the closure of the subject/course and relieve you of your services. If you wish to be relieved of your services you need to give three month's notice.
- m) You gross salary will be Rs 23,050. An increment of 10% every year, at the discretion of the Management will be considered if the numbers of students increase for your subject. Teaching Post Graduate students, and conducting certificate courses will have additional remuneration. With PhD and research your salary will be revised.
- n) Your current and permanent residential address, telephone/mobile number and the e-mail address given in your application for employment shall be deemed to be correct for sending any communication to you. Any change in your current and permanent residential address, telephone/mobile number or the e-mail address shall be intimated to the Principal within 3 days from the date of such change.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment. Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

Sr. Philomena
Sr. Philomena Cardoza
Principal

St. Aloysius Degree College
Cox Town,
Bangalore - 560 005

Fr. Vinoo Fabian

Fr. Vinoo Fabian

Manager

Manager & Correspondent
St. Aloysius Degree College
Sarvajna Nagara
Bengaluru - 560 005

