



St Aloysius Degree College & Centre for Post Graduate Courses.

Cox Town, Bangalore 560005

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Website: www.stalloysiusdegreecollege.in/com

Order No SAC/APP/ No:28 /2019-2020

26.07.2019

Subject: Appointment of Dr Ravi Kumar as a full time Asst: Professor in the Department of Commerce and PG Coordinator with effect from 01 – 08 - 2019

St Aloysius Degree College is a minority institution of the Christian Community managed by the Archdiocese Board of Education.

Dr Ravi Kumar has been appointed as an Asst: Professor & PG Coordinator in this institution on probationary basis in the Department of Master of Commerce for the period from 01 – 08 – 2019 - 31 – 5 – 2020.

The appointment is subject to the following conditions:

1. You are appointed as full time Asst.Professor with effect from 10 – 07 - 2019 forenoon in the Department of Commerce.
2. You will be on probation for a period of one academic year. Your services may be confirmed after satisfactory completion of the said period, or you may be relieved at the discretion of the Management.
3. The working hours of the college are from 8.20 a.m to 3.30 p.m. If the timing s are 9.30 – 4.00 pm for students convenience you have to be flexible. Apart from working extra hours for co-curricular, extra-curricular activities and other responsibilities assigned by the Principal / Manager, you are expected to work according to the directions that you receive from the Principal/ Manager.
4. You will be governed by the service rules / conditions of the Management in force, which may be framed from time to time and enforced.
5. Regarding the salary/ remuneration, the Archdiocesan Board of Education (ABE) will pay you a consolidated amount of Rs 36,000 and each year increment will be given by the Management.
6. You are expected to attend and help in all functions of the College. You are required to be in formal dress as a professional in teaching profession. You shall do nothing which is unbecoming of a teacher of the College.


7. You will have 20 – 22 hours of teaching per week on a full time basis for I, II and III Degree students and 4 hours for P G students.
8. We expect you to devote your time and attention to the duties entrusted to you.
If your work is not satisfactory you will be relieved of your services. In case you wish to leave the job, you are expected to give one month's notice or in lieu one month's salary to the management.
9. Your current and permanent residential address, Telephone/Mobile number and the e-mail address given in your application for employment shall be deemed to correct for sending any communication to you. Any change in your current or permanent residential address, Telephone / Mobile number or e-mail address shall be intimated to the Principal within 3 days from the date of such change.
10. The management reserves the right of modifying, changing, adding and altering any of the above conditions described under this appointment order in the best interest of the institution, if found necessary.
11. You are entitled for one day leave in a month during your probationary period other than the public holidays. You will keep the Principal informed when you need the leave.
12. Confirm your acceptance of the terms stated above for the post that you wish to take up.

Manager.

Principal.

Fr Vinoo Fabian

Sr Philomena Cardoza.

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

Prof. Sr. Philomena
Principal
ST. ALOYSIUS DEGREE COLLEGE
Sarvajnanagar, Cox Town,
Bangalore - 560 005.

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Accepted.....

I have read and understood the above contents, and have voluntarily accepted the same.

Date: 26-07-2019

[Signature]
Signature