



IIFT College of Fashion

Glamorous Careers... Glorious Future

(Affiliated to Bangalore University & Recognised by Govt of Karnataka)

IIFT/PERSONNEL/2016
16 JULY 2016

Mrs.Niveditha.A.S
Asst.Professor,
IIFT College of Fashion.
Bangalore.

EXPERIENCE LETTER

This is to state that Mrs.Niveditha.A.S was working in **IIFT College of Fashion**, as an **Assistant Professor** from 16 JULY 2013 to 17 APRIL 2015.

She was on Maternity leave from 18 APRIL 2015 to 31 JANUARY 2016.

She Rejoined on 01 FEBRUARY 2016 and worked till 16 JULY 2016.

She will be an asset to any organization she joins.

Thanking You,

Yours faithfully,
for **IIFT COLLEGE OF FASHION**

B.VEDHAGIRI
CHAIRMAN

Tele : 60669001/60669002

REGD BY POST
HQ K & K Sub Area
Cubbon Road
Bangalore-560001

AIFD/0010/Faculty

01 Aug 2016

Mrs. NIVEDITHA. A S
7(61), 8th Main, 8th Cross
Brundhavan Nagar, SBM colony
Mathikere, Bangalore-560054
Email : nivedithaachandira@gmail.com
Mob : 91+9916053123, 9008822922

APPOINTMENT LETTER FOR ASSISTANT PROFESSOR
ON CONTRACTUAL BASIS

Dear Sir/Madam,

1. Reference your application and Interview held on 17 Jun 2016.
2. The Institute Management Committee congratulates you on your being selected as Professor/Associate Professor/Assistant Professor on contractual basis for a period of one year from 01 Aug 2016 to 31 Jul 2017 with a consolidated salary of Rs. 32,000/- per month (all inclusive).
3. Your service conditions will be governed by AWES rules and regulations Vol-II for Army Colleges/Institutions Edition 2009 as amended from time to time. You will study these rules and regulations at the time of joining the appointment and submit a certificate before joining duty that you have read the rules and regulations contained in AWES rules and regulations Vol-II for Army Colleges/Institutions Edition 2009) and would comply with them.
4. After expiry of one year from the date of joining, you will automatically cease to be the employee of the college.
5. Your services can be terminated by giving one month's notice during initial one year service or salary in lieu of the notice by the Chairman of the Managing Committee. Likewise you may also resign by giving one month's notice during initial one year service or salary in lieu thereof. However, accepting salary in lieu of notice will be the discretion of the Chairman of Managing Committee.
6. In the event of any pecuniary loss or damage to the college occasioned by you due to disregard or failure to comply with any requirement, order or departmental instructions or from any neglect whatsoever on your part, you shall be liable to deductions from your salary to make good the loss or damage(s) or any part thereof, the amount of which shall be fixed by Managing Committee of the college.
7. It will be mandatory on your part to keep a security deposit equivalent to one month total emoluments with the college. The amount will be recovered from your salary in two equal installments. The security deposit will be refunded to you interest free at the time of leaving the college subject to the conditions in para 9 above.
8. You will not be entitled to any TA/DA or charges for conveyance of your baggage on joining the service.
9. Chairman Institute Managing Committee shall not be in any way responsible for any liability towards your previous employer, if any.

10. Summer vacation salary will be entitled to you only on completion of minimum of eight clear months of continuous service with the college on the date of commencement of summer vacation.

11. Your working hours will be as laid down by the college from time to time. In addition, you will be required to attend meetings/conferences called by the principal or any other authority of the college to discuss various issues even after college hours.

12. You will produce original certificates/degrees/diplomas along with the photo copies for verification one day prior to joining the college. Original documents will be returned to you after verification. Failure to produce the above certificates will render your selection null and void. In case any certificate/ degree/diploma submitted by you is found to be fake/false, your appointment will be deemed void abinitio and terminated without any notice or salary in lieu of notice.

13. Your appointment is made on the basis of information given by you in your application for employment and at the time of interview. In case any information given by you is found false or incorrect, your appointment will be deemed void abinitio and liable for termination without any notice or salary in lieu of notice.

14. At the time of joining, you are required to produce medical certificate of fitness from a hospital established or maintained by the Government.

15. You are required to produce two certificates from educationalists or any other respectable member of Society, not related to you, certifying your character and conduct to the satisfaction of the college authorities.

16. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. In case there is any change in your residential address, you will intimate the same in writing to the Head Clerk/Supdt within three days from the date of such change and get such change of address recorded.

17. You will abide by the instructions given to you by the Principal and other college authorities from time to time and take active part in co-curricular activities of the college, games and other such activities.

18. You are requested to report for duty on 01 Aug 2016 for briefing. The offer will be cancelled if you fail to join the duty by due date.

Yours faithfully,

(KS Nijjar)
Maj Gen
Chairman, AIFD

Tele :60669001/9002

HQ K&K Sub Area
Cubbon Road
Bengaluru - 560001

AIFD/0010/Faculty

13 Jun 2017

Mrs. NIVEDITHA, A.S
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Mathikere, Bangalore-560054
E-mail : nivedithaachandira@gmail.com
Mob-91 + 9916053123, 9008822922

APPOINTMENT LETTER FOR ASSISTANT PROFESSOR
ON FULL TIME CONTRACTUAL BASIS

Dear Madam,

1. The Institute Management Committee is pleased to appoint you as Assistant Professor on full time contractual period for a period of two years wef 08 Aug 2017 to 07 Aug 2019 on a with a consolidated salary of Rs.32,960/- per month all inclusive.
2. Your service conditions will be governed by the Army Welfare Education Society (AWES) Rules and Regulations Vol-II for Army Colleges/Institutions (Apr 2009 Edition) as amended from time to time. You will study these rules and regulations at the time of joining the appointment and submit a certificate before joining duty that you have read the rules and regulations contained in rules and regulations Vol-II for Colleges/Institutions (Apr 2009 Edition) and would comply with them.
3. After expiry of two years from the date of joining, you will automatically cease to be an employee of the Army Institute of Fashion and Design.
4. Your services can be terminated by giving one month's notice or salary in lieu of the notice by the Chairman of the Managing Committee. Likewise you may also resign by giving one month notice or salary in lieu thereof. However, accepting salary in lieu of notice will be the discretion of the Managing Committee.
5. In the event of any pecuniary loss or damage to the college occasioned by you due to disregard or failure to comply with any requirement, order or departmental instructions or from any neglect whatsoever on your part, you shall be liable to deductions from your salary to make good the loss or damage(s) or any part thereof, the amount of which shall be fixed by Managing Committee of the Institute.
6. It will be mandatory on your part to keep a security deposit equivalent to one month total emoluments with the College. The amount will be recovered from your salary in two equal installments. The security deposit shall be refunded to you without interest at the time of leaving the college subject to the conditions in para 4 above.

7. Chairman Institute Management Committee shall not be in any way responsible for any liability towards you previous employer, if any.

8. Summary vacation salary will be entitled to you only on completion of minimum of eight clear months of continuous service with the college on the date of commencement of summer vacation.

9. Your working hours will be as laid down by the college from time to time. In addition, you will be required to attend meetings/conferences called by the principal or any other authority of the college to discuss various issues even after college hours.

10. You will produce original certificates/degrees/diplomas along with the photocopies for verification one day prior to joining the college. Original documents will be returned to you after verification. Failure to produce the above certificates will render your selection null and void. In case any certificate/degree/diploma submitted by you is found to be fake/false, your appointment will be deemed void abinitio and terminated without any notice or salary in lieu of notice.

11. Your appointment is made on the basis of information given by you in your application for employment and at the time of interview. In case any information given by you is found false or incorrect, your appointment will be deemed void abinitio and liable for termination without any notice or salary in lieu of notice.

12. At the time of joining, you are required to produce medical certificate of fitness from a hospital established or maintained by the Government.

13. You are required to produce two certificates from educationalist or any other respectable member of society, not related to you, certifying your character and conduct to the satisfaction of the college authorities.

14. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. In case there is any change in your residential address, you will intimate the same in writing to the Head Clerk/Supdt within three days from the date of such change and get such change of address recorded.

15. You will abide by the instructions given to you by the Principal and other college authorities from time to time and take active part in co-curricular activities of the college, games and other such activities.

16. You are requested to report for duty on 08 Aug 2017 for briefing. The offer will be cancelled if you fail to join the duty by due date.

Yours faithfully,

(K S Nijjar)
Maj Gen
Chairman, AIFD

Distr :-

1. AIFD.
2. Office Copy