



**No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block,  
Jayanagar, Bengaluru – 560070**



### **Supporting Documents**

**2.4.1.1: Number of sanctioned posts year wise during the last five years.**

- 1. Faculty Appointment Letters**



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mrs. Roopa L C  
#22/6 1<sup>st</sup> main, 10<sup>th</sup> cross,  
Madiwala, Maruthinagar,  
Bangalore.

15.05.2023

Dear Mrs. Roopa,

**Sub:** Appointment as Assistant Professor with effect from 15.05.2023

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 15.05.2023. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.**

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

**15. Special benefits and consideration for employees**

a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.

b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: Roopa L.C

Mob: 9632318040





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Ms. Kavya Nagesh  
#22 22<sup>nd</sup> main JP Nagar  
2<sup>nd</sup> Phase Bangalore - 78

01.06.2023

Dear Ms. Kavya

**Sub:** Appointment as **Assistant Professor** with effect from **01.06.2023**

This is to inform you that you have been appointed as **Assistant Professor** in **City College**, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be **01.06.2023**. Please report to the Principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor, you need to maintain punctuality, discipline, professional secrecy, ethics dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/prolonged illness or if you are 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 or as per the expected quality standards of the school.

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 you are required to give two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the year or pay compulsorily pre-calculate liquidated damages to the school to an extent of two months' salary to cover the remuneration cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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 and submit NOC to the Chairman.

14. You should attend school all the time, if there is any work related to school examinations, submission of proposals to CBSE, or work related to annual day celebrations, academic activities(conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or higher officials of the institution.

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the Performance Appraisal Committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer.



Signature of the Employee

Name: KAVYA NAGESH

Mob: 9164430519





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mr. Arun Shaji  
Pulimoottil House,  
Kanjirakkolly, Kannur Dist,  
Kerala - 670633

28.07.2023

Dear Mr. Arun,

**Sub:** Appointment as with effect from 28.07.2023

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 28.07.2023. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: Anum Shaji

Mob: 8281866906





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mrs.Roopashree T V  
#39, Paradise Colony,  
Puttenahalli, 7<sup>th</sup> Phase,  
JP Nagar, Bangalore.

06.07.2023

Dear Mrs Roopashree,

**Sub:** Appointment as with effect from 06.07.2023

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 06.07.2023. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**

**2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**

**3. As an Assistant Professor of UG Department in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 5:00 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Management as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**



7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming months.

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9. You cannot resign or discontinue your services within the Semester as per BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

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13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

- a) Marriage: Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
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Authorized Signatory

**Letter of Acceptance of the Employee**

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Signature of the Employee

Name: Roopashree T. V  
Mob: 9964750944





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Ms. Nischitha Venkatesh  
9<sup>th</sup> main, Nataraja Layout,  
JP Nagar, Bangalore - 560078

31.07.2023

Dear Ms. Nischitha,

**Sub:** Appointment as with effect from 31.07.2023

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 31.07.2023. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as proof of permanent and present address, Date of Birth, Mobile Number, and Email Id, also submit two passport size photos.**
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11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.**

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

#### **15. Special benefits and consideration for employees**

- a) **Marriage: Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.**
- b) **Maternity leave (ML) (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.**

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: NISCHITHA.V

Mob: 888 4317772





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Ms. Sushma R  
Madanayakanahalli, Madavara(P),  
Dasanpura(H), Bangalore - 562123

01.08.2023

Dear Ms. Sushma

**Sub:** Appointment as **Assistant Professor** with effect from **01-08-2023**

This is to inform you that you have been appointed as **Assistant Professor** in **City College**, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be **01-08-2023**. Please report to the Principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor, you need to maintain punctuality, discipline, professional secrecy, ethics dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/prolonged illness or if you are 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 or as per the expected quality standards of the school.

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 you are required to give two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the year or pay compulsorily pre-calculate liquidated damages to the school to an extent of two months' salary to cover the remuneration cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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 and submit NOC to the Chairman.

14. You should attend school all the time, if there is any work related to school examinations, submission of proposals to CBSE, or work related to annual day celebrations, academic activities(conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or higher officials of the institution.

15. Special benefits and consideration for employees

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the Performance Appraisal Committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer.



Signature of the Employee

Name: SUSHMA.R

Mob: 7483698914





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

01.08.2023

Mr. Dhananjaiah B L  
Flat 3, Prabhavathi Garden  
Apartment, Kodichikkanahalli,  
Bangalore – 560076.

Dear Mr. Dhananjaiah,

**Sub:** Appointment as Assistant Professor with effect from 01.08.2023

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 01.08.2023. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Associate Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.**

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

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or Associated / Collaborated Institutions in India including the new institutions proposed to be established in different parts of India.

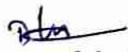
18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.

  
Signature of the Employee

Name: Dhanyajiah B L

Mob: 966 3358 351



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

01.08.2023

Mr. Sudarshan V  
#83,5<sup>th</sup> A'main, 1<sup>st</sup> C' cross,  
Remco Layout, Vijayanagar,  
Bangalore - 560040

Dear Mr. Sudarshan,

**Sub:** Appointment as with effect from 01.08.2023

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 01.08.2023. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.**

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

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- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or Associated / Collaborated Institutions in India including the new institutions proposed to be established in different parts of India.

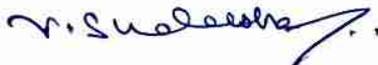
18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: SUDARSHAN.V

Mob: 9986387374





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Dr. Subbaram Ranganathan  
E 003, Sipani Bliss 1,  
Marasur, Bangalore - 562166

07.08.2023

Dear Dr. Ranganathan,

**Sub:** Appointment as Professor with effect from 07.08.2023

This is to inform you that you have been appointed as **Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 07.08.2023. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the Scale of Rs.37400 - 67000 and other admissible allowances.**
- 3. As a Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming months.**



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10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/prolonged illness or if you are 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 or as per the expected quality standards of the school.

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14. You should attend school all the time, if there is any work related to school examinations, submission of proposals to CBSE, or work related to annual day celebrations, academic activities (conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or higher officials of the institution.

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- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the Performance Appraisal Committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer.



Signature of the Employee

Name: **DY. RANGANATHAN**

Mob: **6380409188**





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mrs. Sabary Appukuttan  
Flat no A 1903 Mantri Serenity  
Doddakallasandra, Kanakapura road,  
Bangalore - 560062

01.08.2023

Dear Mrs. Sabary,

**Sub:** Appointment as with effect from 01.08.2023

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 01.08.2023. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.**

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

**15. Special benefits and consideration for employees**

- a) **Marriage: Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.**
- b) **Maternity leave (ML) (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.**

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: Sabary Appukuttan

Mob: 6361270815





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mr. Praveen B  
'Janani', 4<sup>th</sup> cross,  
Sahyadri Nagar,  
Shivamogga - 577204.

04.08.2023

Dear Mr. Praveen,

**Sub:** Appointment as with effect from 04.08.2023

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 04.08.2023. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.**

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

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17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: Praveen B.

Mob: 9611650036.





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Dr. Netravathi S  
Kondalahally post,  
Molakalmuru taluk,  
Chitradurga Dist,  
Karnataka - 577529

05.08.2023

Dear Dr. Netravathi,

**Sub:** Appointment as with effect from 05.08.2023

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 05.08.2023. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**

**2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**

**3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming months.**



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It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

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

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16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

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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 the second copy, and return the same to the Administration Officer.



**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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



**Signature of the Employee**

Name: D.J. Neelavathi: S

Mob: 89 70202253





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mrs. Bhavya Kala  
#564, Sri Venkateshwara Nilaya,  
Vallabhanagar, Uttarahalli,  
Bangalore - 560061

14.08.2023

**Sub:** Appointment as with effect from 14.08.2023

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 14.08.2023. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**

**2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**

**3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming months.**



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**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.**

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

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- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

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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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: Bhavya Kala H.V

Mob: 8861645136





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mr. Rajesh G  
#6 1<sup>st</sup> main road, N R Colony,  
Basavanagudi, Bangalore - 560019

16.08.2023

Dear Mr. Rajesh,

**Sub:** Appointment as with effect from 16.08.2023

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 16.08.2023. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**

**2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**

**3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / Driving license as proof of permanent and present address, Date of Birth, Mobile Number, and Email Id, also submit two passport size photos.**

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**6. You shall work on a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

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**15. Special benefits and consideration for employees**

- a) Marriage: Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.**
- b) Maternity leave (ML) (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.**

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



**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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



**Signature of the Employee**

Name: Rajesh.G

Mob: 9538996655





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mr. Sunil B M  
#71 Kakathiya Nagar, Itamadu,  
Chikalsandra, Uttarahalli,  
Bangalore – 560061.

23.08.2023

Dear Mr. Sunil,

**Sub:** Appointment as **Assistant Professor** with effect from 23.08.2023

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 23.08.2023. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: SUNIL BM

Mob: 8050678958





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Dr. A N Nandakumar  
S/O: A R narayana Iyengar  
#3, Muneshwara block  
Cholanayakanahalli,  
Bangalore-560032

16.10.2023

**Sub:** Appointment as the **Professor** with effect from 16.10.2023

This is to inform you that you have been appointed as **Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 16.10.2023 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after the completion of 1-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the Scale of Rs.37400 - 67000 and other admissible allowances.**
- 3. As an Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

#### 15. Special benefits and consideration for employees

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: A. N. Nanda Kumar

Mob: 9945833977





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mrs. Sarita Vittal  
#F-3, First floor, V.R.Residency  
Doctors Layout, Chikkalasandra,  
Bangalore - 560061

16.10.2023

Dear Mrs. Sarita,

**Sub:** Appointment as Assistant Professor with effect from 16.10.2023

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 16.10.2023. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**

**2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**

**3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or Associated / Collaborated Institutions in India including the new institutions proposed to be established in different parts of India.

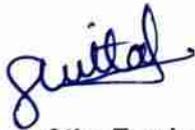
18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: Sarita Vittal

Mob: 9880010712





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mrs. Anupama Rani. C  
5-84, Jangalapalli,  
Anantapur, Andra Pradesh - 515721

21.11.2023

Dear Mrs. Anupama Rani

**Sub:** Appointment as **Assistant Professor** with effect from **22.11.2023**

This is to inform you that you have been appointed as **Assistant Professor** in **City College, Bangalore - 560070**, with the following terms and conditions:

Your date of appointment will be **22.11.2023**. Please report to the Principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College.**

**2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**

**3. As an Assistant Professor, you need to maintain punctuality, discipline, professional secrecy, ethics dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 or as per the expected quality standards of the school.

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 you are required to give two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the year or pay compulsorily pre-calculate liquidated damages to the school to an extent of two months' salary to cover the remuneration cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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 and submit NOC to the Chairman.

14. You should attend school all the time, if there is any work related to school examinations, submission of proposals to CBSE, or work related to annual day celebrations, academic activities(conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or higher officials of the institution.

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the Performance Appraisal Committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

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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 the second copy, and return the same to the Administration Officer.



Authorized Signatory

#### Letter of Acceptance of the Employee

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Signature of the Employee

Name: ANUPAMA RANI

Mob: 9586082576





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Ms. Sharvari B.N  
No 6 Shree devi krupa, ground floor  
1<sup>st</sup> cross Balajinagar, Behind Pantaloon  
Showroom, Uttarahalli main road  
Subramanyapura post Bangalore-61

22.11.2023

Dear Ms. Sharvari

**Sub:** Appointment as **Assistant Professor** with effect from **22-11-2023**

This is to inform you that you have been appointed as **Assistant Professor** in **City College, Bangalore - 560070**, with the following terms and conditions:

Your date of appointment will be **22-11-2023**. Please report to the Principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College.**

**2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**

**3. As an Assistant Professor, you need to maintain punctuality, discipline, professional secrecy, ethics dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: SHARVARI B.N

Mob: 8861938341





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mrs. Sushmita Nayak  
G-06 Fantasy Lakshmi Apartment,  
Basapura road, Electronic City,  
Bangalore - 560100

16.11.2023

Dear Mrs. Sushmita

**Sub:** Appointment as **Assistant Professor** with effect from **16.11.2023**

This is to inform you that you have been appointed as **Assistant Professor** in **City College, Bangalore - 560070**, with the following terms and conditions:

Your date of appointment will be **16.11.2023**. Please report to the Principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor, you need to maintain punctuality, discipline, professional secrecy, ethics dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 or as per the expected quality standards of the school.

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 you are required to give two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the year or pay compulsorily pre-calculate liquidated damages to the school to an extent of two months' salary to cover the remuneration cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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 and submit NOC to the Chairman.**

14. You should attend school all the time, if there is any work related to school examinations, submission of proposals to CBSE, or work related to annual day celebrations, academic activities(conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or higher officials of the institution.

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the Performance Appraisal Committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer.



Signature of the Employee

Name: SUSHMITHA NAYAK

Mob: 7760668508





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mrs. B Ananthalakshmi  
Yamunothri Apartments,  
Nayak Layout, SOS Post,  
Near B K Circle, Jambu Savari  
Dinne, J P Nagar 8<sup>th</sup> Phase,  
Bangalore - 560076

02.01.2024

Dear Mrs. Ananthalakshmi,

**Sub:** Appointment as Associate Professor with effect from 02.01.2024

This is to inform you that you have been appointed as **Associate Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 02.01.2024. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**

**2. You will be paid in the Scale of Rs.37400 - 67000 and other admissible allowances.**

**3. As an Associate Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.**

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

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or Associated / Collaborated Institutions in India including the new institutions proposed to be established in different parts of India.

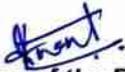
18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: Ananthalakshmi

Mob: 9685210781





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mr. S Rajamohan  
224, 12<sup>th</sup> main, RBI Layout,  
JP Nagar 7<sup>th</sup> Phase,  
Bangalore - 560078

15.02.2024

Dear Mr. Rajamohan,

**Sub:** Appointment as Associate Professor with effect from 12.02.2024

This is to inform you that you have been appointed as **Associate Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 12.02.2024. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the Scale of Rs.37400 - 67000 and other admissible allowances.**
- 3. As an Associate Professor in City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Management as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

**15. Special benefits and consideration for employees**

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- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or Associated / Collaborated Institutions in India including the new institutions proposed to be established in different parts of India.

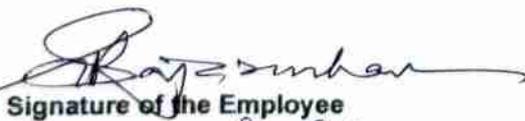
18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: S. Raja Subbar

Mob: 9844025327



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Dr. R Bhuvanewari  
No.14 2<sup>nd</sup> floor Ayya Apartment,  
Nizam colony, Pudukkottai dist,  
TamilNadu – 622001

03.02.2024

Dear Dr. Bhuvanewari,

**Sub:** Appointment as Assistant Professor with effect from 01.02.2024

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 01.02.2024. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**

**2. You will be paid in the Scale of Rs.37400 - 67000 and other admissible allowances.**

**3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming months.**



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It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

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**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.**

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- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: DR. R. BHUVANESWARI

Mob: 9600859189



# CITY PU COLLEGE

Approved by PU Board, Recognised by Govt. of Karnataka

## APPOINTMENT LETTER

Ms. Soumya M Kammar  
BTM 4<sup>th</sup> stage, near Vijaya Bank  
Layout Bangalore - 560076

03.02.2024

Dear Mrs. Soumya

**Sub:** Appointment as Lecturer in Computer Science with effect from 01.02.2024

This is to inform you that you have been appointed as **Lecturer in Computer Science** in City PU College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 01.02.2024. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City PU College Bangalore.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As a Lecturer in Computer Science in City PU College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 Academic year as per PU Board. You may leave at the end of Academic year by giving two months prior notice by submitting a resignation letter to the Chairman of the City PU College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.**

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

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



**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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per PU Board norms and as long as I am employed with City PU College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and PU Board.



**Signature of the Employee**

**Name:** Soumya.M.K

**Mob:** 9606287440



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mrs. Anusha U  
41, 2<sup>nd</sup> cross, New bank colony,  
Konankunte, JP Nagar 8<sup>th</sup> phase,  
Bangalore - 560062

21.03.2024

Dear Mrs. Anusha,

**Sub:** Appointment as **Assistant Professor** with effect from **21.03.2024**

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 21.03.2024. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**

**2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**

**3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.

  
Signature of the Employee

Name: Anusha . U

Mob: 9731189111





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

21.03.2024

Mrs. Abida Emama  
70, 5<sup>th</sup> main 2<sup>nd</sup> cross,  
Minhaj nagar, BSK 2<sup>nd</sup> stage,  
Bangalore - 560078

Dear Mrs. Abida,

**Sub:** Appointment as Assistant Professor with effect from 21.03.2024.

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 21.03.2024. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or Associated / Collaborated Institutions in India including the new institutions proposed to be established in different parts of India.

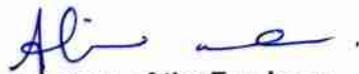
18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: ABIDA EMAMA

Mob: 7760460617





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Dr. Veda. V. Purohit  
W/o S. G. Kiran #18, Sri Guru  
Krupa, 5th main, 6th cross  
Srinidhi layout, konankunte  
Bangalore - 560062

1.04.2024

**Sub:** Appointment as the **Assistant Professor** with effect from 01.04.2024

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 1.04.2024. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after the completion of 1-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**

**2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**

**3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming months.**



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It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

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13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

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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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.

Signature of the Employee

Name:

Mob:





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Dr. Lalita Purohit  
212, 2<sup>nd</sup> floor Siri Lifestyle  
Uttarahalli main road,  
Bangalore - 560061

06.02.2024

Dear Lalita,

**Sub:** Appointment as Associate Professor with effect from 05.02.2024

This is to inform you that you have been appointed as **Associate Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 05.02.2024. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**

**2. You will be paid in the Scale of Rs.37400 - 67000 and other admissible allowances.**

**3. As an Associate Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 1:00 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: Dh Lalita Punshi

Mob: 9680772582



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Dr. Dhanalakshmi  
W/O govindarasu, 8/114,  
Railway Gate. M kalipatti  
Village, Pudhur, Panagadu  
Kuttapatti, Salem  
Tamil Nadu-636453

1.04.2024

**Sub:** Appointment as the **Associate Professor** with effect from 1.04.2024

This is to inform you that you have been appointed as **Associate Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 1.04.2024 Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after the completion of 1-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**

**2. You will be paid in the Scale of Rs.37400 - 67000 and other admissible allowances.**

**3. As an Associate Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / Driving license as proof of permanent and present address, Date of Birth, Mobile Number, and Email ID, also submit two passport-size photos.**

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**6. You shall work on a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming months.**



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Signature of the Employee

Name:

Mob:





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Dr. Masiyamoorthy P  
S/O Prakash House  
No 9/27 Ambedhkar Nagar  
Jaruru Nallampalli  
Maniathahalli Dharmapuri  
Tamil Nadu- 636807

01.04.2024

**Sub:** Appointment as the **Associate Professor** with effect from 01.04.2024

This is to inform you that you have been appointed as **Associate Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 01.04.2024 Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after the completion of 1-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**

**2. You will be paid in the Scale of Rs.37400 - 67000 and other admissible allowances.**

**3. As an Associate Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

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Authorized Signatory

#### Letter of Acceptance of the Employee

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#### Signature of the Employee

Name:

Mob:





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Dr. Rajesh R  
S/O Ramadass M, 92/10,  
Sasthiri Nagar 2<sup>nd</sup>, Stree, Erode,  
Railway Colony,  
Tamil Nadu-638002

1.04.2024

**Sub:** Appointment as the **Associate Professor** with effect from 1.04.2024

This is to inform you that you have been appointed as **Associate Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 1.04.2024 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after the completion of 1-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the Scale of Rs.37400 - 67000 and other admissible allowances.**
- 3. As an Associate Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
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- 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
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Name:

Mob:





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Dr. V. Sivakumar  
3/610, Kali Kounder Street  
Old Quarters, Collectorate  
Dharmapuri

1.04.2024

**Sub:** Appointment as the **Associate Professor** with effect from 1.04.2024

This is to inform you that you have been appointed as **Associate Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 1.04.2024 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after the completion of 1-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the Scale of Rs.37400 - 67000 and other admissible allowances.**
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- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.

#### Signature of the Employee

Name:

Mob:





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Ms. Divya Jairam  
#1044, 3<sup>rd</sup> b Cross, Difence Colony,  
Bagalagunte, Bangalore North,  
Nagasandra, Bangalore – 560073

01.04.2024

Dear Ms. Divya Jairam,

**Sub:** Appointment as with effect from 01.04.2024

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 01.04.2024. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**

**2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**

**3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.

*[Handwritten Signature]*

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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.

*[Handwritten Signature]*  
Signature of the Employee

Name: *Divya J*

Mob: *8217408421*





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mrs. Vagdevi  
6<sup>th</sup> Main, 1<sup>st</sup> Cross  
BEML Layout, 5<sup>th</sup> Stage,  
2<sup>nd</sup> Phase, R.R Nagar  
Bangalore - 98

01.04.2024

Dear, Mrs. Vagdevi

**Sub:** Appointment as the **Associate Professor** with effect from 01.04.2024

This is to inform you that you have been appointed as **Associate Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 01.04.2024 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after the completion of 1-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the Scale of Rs.37400 - 67000 and other admissible allowances.**
- 3. As an Associate Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the principal during the working hours on all working days. You shall avail leave with prior approval of the principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU board rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily per-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.

#### Signature of the Employee

Name:

Mob:





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mrs. Sonam Patwa  
ISRO Housing Colony,  
Near HMT School, Jalahalli,  
Bangalore - 560013

13.05.2024

**Sub:** Appointment as the **Assistant Professor** with effect from 13.05.2024

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 13.05.2024. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after the completion of 1-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.**

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

**15. Special benefits and consideration for employees**

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- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: *Sanam Patil*

Mob: *9788619693*





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Ms.Pranitha. E V

02.05.2024

Dear Ms. Pranitha E.V  
Athayakunnummel House,  
(P.O) Kanhirangad, Kuttiyeri,  
Kannur, Kerala - 670142

**Sub:** Appointment as the **Assistant Professor** with effect from 02.05.2024

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 02.05.2024. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 1 year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**

**2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**

**3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming months.**



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13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

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- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

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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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: Pranitha E.V

Mob: 7025686127





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Mr. Chetan Kumar H.S  
Chiradoni, Chiradoni,  
Davanagara, - 31

02.05.2024

Dear, Mr. Chetan Kumar

**Sub:** Appointment as the **Assistant Professor** with effect from 02.05.2024

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 02.05.2024 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after the completion of 1-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU board rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily per-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: Chokkan Kumar HS

Mob: 90 71 35 17 78





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Ms. Nayana . M K  
C/o Kumbalesh, Kadrimidri  
Mugthihalli,  
Chikkamagaluru-577133

2.05.2024

**Sub:** Appointment as the **Assistant Professor** with effect from 02.05.2024

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 2.05.2024. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after the completion of 1-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.**

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

**15. Special benefits and consideration for employees**

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- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.

*[Handwritten Signature]*

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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.

*Nayana*

Signature of the Employee

Name: *Nayana M.K.*

Mob: *7899201437*





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Ms. Monisha D  
1461, 33<sup>rd</sup> cross Corporation  
Colony, Govindaraja nagar  
Bangalore -560079

2.05.2024

**Sub:** Appointment as the **Assistant Professor** with effect from 02.05.2024

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 2.05.2024. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after the completion of 1-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.**

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

**15. Special benefits and consideration for employees**

- a) **Marriage: Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.**
- b) **Maternity leave (ML) (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.**

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.

*[Handwritten Signature]*

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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.

*[Handwritten Signature]*

Signature of the Employee

Name: *Manisha . D*

Mob: *9845609933*





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Shilpa Pradeep  
# 1316/B, Aashirvad 2<sup>nd</sup> floor  
9<sup>th</sup> cross, J P Nagar, 2<sup>nd</sup> Phase  
Bangalore-560078

2.05.2024

**Sub:** Appointment as the **Professor** with effect from 02.05.2024

This is to inform you that you have been appointed as **Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 2.05.2024. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after the completion of 1-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**

**2. You will be paid in the Scale of Rs.37400 - 67000 and other admissible allowances.**

**3. As an Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming months.**



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9. You cannot resign or discontinue your services within the Semester as per BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.**

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

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

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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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: Mrs. SHILPA PRADEEP

Mob: 98451 18266





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Ms. Jayashree M.M  
Jiggar Hobli,  
Hannagar Post  
Jigini, Bangalore -

01.06.2024

Dear, Ms. Jayashree

**Sub:** Appointment as the **Assistant Professor** with effect from 01.06.2024

This is to inform you that you have been appointed as **Assistant Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 01.06.2024 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after the completion of 1-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**
- 3. As an Assistant Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / Driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the principal during the working hours on all working days. You shall avail leave with prior approval of the principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
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13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

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- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: Jayashree M.M

Mob: 9880514886





# CITY PU COLLEGE

Approved by PU Board, Recognised by Govt. of Karnataka

## APPOINTMENT LETTER

04.06.2024

Ms. Chandini,  
Doddahalli, Chikkahalli,  
Pavagada, Tumkur,  
Karnataka

Dear, Chandini

**Sub:** Appointment as the **Mathematics Lecturer** with effect from 04.06.2024

This is to inform you that you have been appointed as **Mathematics Lecturer** in City PU College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 04.06.2024 Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after the completion of 1-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**

**2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**

**3. As an Mathematics Lecturer of City PU College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 PU board rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City PU College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily per-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.**

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

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.

Chandini. D. A

Signature of the Employee

Name: CHANDINI. D. A

Mob: 7259884861





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

Ms. Annapoorna N  
#55, 2<sup>nd</sup> main road, Chowdeshwari  
Nagara, Laggere, Bangalore - 58

12.07.2018

Dear Ms. Annapoorna

**Sub: Appointment as Assistant Professor with effect from 12.07.2018**

This is to inform you that you have been appointed as **Assistant Professor** in **City College, Bangalore - 560070**, with the following terms and conditions:

Your date of appointment will be **12.07.2018**. Please report to the Principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College.**

**2. You will be paid in the Scale of Rs.15600 - 39100 and other admissible allowances.**

**3. As an Assistant Professor, you need to maintain punctuality, discipline, professional secrecy, ethics dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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 student during the academic year and to avoid switching over from one Institution to another in the middle of the Academic Year.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment, prolonged illness or if you are 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 or as per the expected quality standards of the school.

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 you are required to give two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the year or pay compulsorily pre-calculate liquidated damages to the school to an extent of two months' salary to cover the remuneration cost of advertising for recruitment of faculties conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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 and submit NOC to the Chairman.**

14. You should attend school all the time, if there is any work related to school examinations, submission of proposals to CBSE, or work related to annual day celebrations, academic activities (conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or higher officials of the institution.

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the Performance Appraisal Committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer.



Signature of the Employee

Name: Annapoorna .N

Mob: 7829761793





# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India  
# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070  
Telephone : 080 26649277 | Telefax : 25633570 | Email : citycollege@vsnl.net

01/06/2019

Mr. Vijay Kumar B M.Com.  
#574, 2<sup>nd</sup> main, 4<sup>th</sup> cross, Rajendranagar  
Koramangala, Bangalore-560047

Dear Mr. Vijay Kumar B,

Sub: Appointment as Assistant Professor in Département of Commerce & Management at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assistant Professor in Department of Commerce & Management at City PU College with following terms and conditions with effect from 01/06/2019:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 21,600** /- with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti

management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

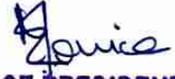
7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
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

JAYANAGAR EDUCATION SOCIETY (REGD)

  
VICE-PRESIDENT

ACCEPTANCE OF THE EMPLOYEE:

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date  
(M):

  
(Res. Ph. No. if any):

Aadhar Card No.  
Attach self attested photocopy

PAN Card No.  
Attach self attested photocopy



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

19/10/20

Dear Mrs Veronica Priyadarshini

**Sub:** Appointment as Associate Professor in the Department of Commerce & Management with effect from 19/10/20

This is to inform you that you have been appointed as an Associate Professor in the Department of Commerce & Management in City College, Bangalore-83, with the following terms and conditions:

Your date of appointment will be 19/10/20 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of the one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**
- 2. You will be paid in the Asst Professor Scale of Rs. 37400/- to 67000/- and other admissible allowances.**
- 3. As an Associate Professor in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, the standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 8:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**



7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if The last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

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

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or Associated / Collaborated Institutions in India including the new institutions proposed to be established in different parts of India.

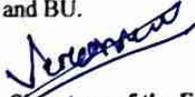
18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign the second copy, and return the same to the principal.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name: VERONICA PRIYADARSHINI  
Mob: 9946902190





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

24/01/2021

**Ms. Rekha Raghavendra, MBA.**  
#63, 2<sup>nd</sup> main, 2<sup>nd</sup> cross, Sriranganagar,  
Bangalore-560085.

**Dear Ms. Rekha Raghavendra,**

Sub: Appointment as Assitant Professor in Department of Commerce and Management Studies at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assitant Professor in Department of Commerce and Management Studies at City College with following terms and conditions with effect from 24/01/2021:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 20,320/-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) 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. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts professional fee and all other associated expenses.
  8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
  9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
  10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
  11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
  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

JAYANAGAR EDUCATION SOCIETY (REGD)



VICE-PRESIDENT

ACCEPTANCE OF THE EMPLOYEE:

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date

(M):

(Res. Ph. No. if any):

Aadhar Card No.

Attach self attested photocopy

PAN Card No.

Attach self attested photocopy



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

Dear Mrs Deepthi Ashok

01/10/21

**Sub: Appointment as Asst Professor in the Department of Commerce & Management with effect from 01/10/21**

This is to inform you that you have been appointed as an **Asst Professor** in the **Department of Commerce & Management** in City College, Bangalore-83, with the following terms and conditions:

Your date of appointment will be 01/10/21. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of the one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**
- 2. You will be paid in the Asst Professor Scale of Rs. 15600-39100 and other admissible allowances.**
- 3. As an Asst Professor in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, the standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / Driving license as 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 a full-time basis from 8:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**



7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if The last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

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

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the principal.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.

  
Signature of the Employee

Name: DEEPTHI ASHOK  
Mob: 9845259235





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

05.09.2021

Mr. Ramanatha N Kotagal  
#19, Padmashree, 1<sup>st</sup> cross, 1<sup>st</sup> main,  
Near Shastry memorial, SV Layout,  
Sanjay Nagar, Bangalore - 560094

Dear Mr. Ramanatha ,

**Sub:** Appointment as **Associate Professor** with effect from **05.09.2021**

This is to inform you that you have been appointed as **Associate Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 05.09.2021. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**

**2. You will be paid in the Scale of Rs.37400 - 67000 and other admissible allowances.**

**3. As an Associate Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/prolonged illness or if you are 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 or as per the expected quality standards of the school.

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 you are required to give two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the year or pay compulsorily pre-calculate liquidated damages to the school to an extent of two months' salary to cover the remuneration cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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 and submit NOC to the Chairman.

14. You should attend school all the time, if there is any work related to school examinations, submission of proposals to CBSE, or work related to annual day celebrations, academic activities(conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or higher officials of the institution.

#### 15. Special benefits and consideration for employees

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the Performance Appraisal Committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.

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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer.

Ramakotagal

Signature of the Employee

Name: RAMANATHA KOTAGAL

Mob: 9108303929





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

## APPOINTMENT LETTER

01.12.2021

Dr. Butchi Babu Muvva  
No.97/5, Arunagini Complex,  
Near Weaver street – Hosur,  
Tamil Nadu – 635109

Dear Dr. Butchi Babu,

**Sub:** Appointment as Professor with effect from 01.12.2021

This is to inform you that you have been appointed as **Professor** in City College, Bangalore - 560070, with the following terms and conditions:

Your date of appointment will be 01.12.2021. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of 3 months probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**

**2. You will be paid in the Scale of Rs.37400 - 67000 and other admissible allowances.**

**3. As the Professor of City College in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / driving license as 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 a full-time basis from 9:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 or as per the expected quality standards of the school.

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 you are required to give two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the year or pay compulsorily pre-calculate liquidated damages to the school to an extent of two months' salary to cover the remuneration cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

**13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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 and submit NOC to the Chairman.**

14. You should attend school all the time, if there is any work related to school examinations, submission of proposals to CBSE, or work related to annual day celebrations, academic activities(conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or higher officials of the institution.

**15. Special benefits and consideration for employees**

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC-CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML) (Applicable for female staff members):** Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the Performance Appraisal Committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the Administration Officer.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Admin Officer for immediate verification by any inspecting team. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer.



Signature of the Employee

Name: BUTCHI BABU MUKKA

Mob:





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/07/2021

Ms. Shilpa Mane, M.Sc.  
#28/18, 29<sup>th</sup> cross, 7<sup>th</sup> block,  
Jayanagar, Bangalore-560070.

Dear Ms. Shilpa Mane,

Sub: Appointment as Assistant Professor in Department of Commerce and Management Studies at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Professor in Department of Commerce and Management Studies at City College with following terms and conditions with effect from 01/07/2021:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 24,624/-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) 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. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service



on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50, 000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts' professional fee and all other associated expenses.

8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
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

**JAYANAGAR EDUCATION SOCIETY (REGD)**

  
VICE-PRESIDENT

**ACCEPTANCE OF THE EMPLOYEE:**

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date

(M):

(Res. Ph. No. if any):

Aadhar Card No.

Attach self attested photocopy

PAN Card No.

Attach self attested photocopy



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

17/09/18

Dear Dr. Shilpa Arali

**Sub: Appointment as Associate Professor in the Department of Commerce & Management with effect from 17/09/18**

This is to inform you that you have been appointed as an **Associate Professor** in the **Department of Commerce & Management** in City College, Bangalore-83, with the following terms and conditions:

Your date of appointment will be 17/09/18 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of the one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**
- 2. You will be paid in the Asst Professor Scale of Rs. 37400/- to 67000/- and other admissible allowances.**
- 3. As an Associate Professor in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, the standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 8:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**



7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if The last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC -CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education

Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the principal.

*[Handwritten Signature]*

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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.

*[Handwritten Signature]*  
Signature of the Employee

Name: *Shilpa Asali*  
Mob: *18/9/11*

*[Handwritten Signature]*  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 7c





# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India

# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070  
Telephone : 080 26649277 | Email : citycollege@vsnl.net

To

Date: 1<sup>st</sup> April, 2018

Mrs. Nagashree Arun,  
No. 383, 8<sup>th</sup> Block, 42<sup>nd</sup> cross,  
Jayanagar, Bangalore - 570082.

Dear Sir,

Sub: Appointment as Assistant Professor in Department of Language at City College,  
27/2, 33<sup>rd</sup> cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560070

This is to intimate you that, you have been appointed to as Assistant Professor at City College with following terms and conditions w.e.f 01/04/2018.

1. Your appointment is against permanent vacancy and subject to confirmation by a separate letter of appointment from the President/Secretary of Jayanagar Education Society @ every year.
2. You will be paid **Basic Pay Scale 15,600- 39,100 Gross pay 22,198 /-** and other admissible allowances.
3. As faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the principal during the college working hours 9AM to 5PM on all working days. You shall avail leave and holiday 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 absences of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three time is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per BU 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 statement/Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid own only to safeguard the academic interests of student 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 your 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 such 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, ant-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 on either side i.e.30 days before the end of the semester. In case of non-receipt of information regarding the discontinuation of service as above by you, you are liable 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 fee and all other associated expenses.
8. For calculation of increment, which is due in the month of June for salary payable in July of every year you should have joined the college on or before 1<sup>st</sup> November. 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 service are not satisfactory. Every year Performance Appraisal Committee (PAC) will review your services and recommend for your increment and continuation of service in Jayanagar Education Society Institutions.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of 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 kind of malpractice while conducting the internal examination/Assessment of the same or favoring in giving attendance to students or not accepting Examination work or valuation of answer scripts, or any other matter relating the college, you will be terminated without further notice. Any penalty levied by BU should be paid by you only.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU/AICTE or any inspection committee. You may obtain an acknowledgement from the college and the certificate 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,  
City College,  
Jayanagar Education Society (R)

PRINCIPAL

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 BU

Signature of the Employee with date

  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70



# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India

# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070  
Telephone : 080 26649277 | Telefax : 25633570 | Email : citycollege@vsnl.net

To

Date: 1<sup>st</sup> October, 2018

Dr. Ratna Sinha,  
Flat No.302, DS Max Serenity,  
Roopena Agrahara, Bangalore,  
South Bangalore,  
Karnataka-560068

Dear Madam,

Sub: Appointment as Professor in Department of Management Studies at City College,  
27/2, 33<sup>rd</sup> cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560070

This is to intimate you that, you have been appointed as Professor at City College with following terms and conditions w.e.f 01/10/2018.

1. Your appointment is against permanent vacancy and subject to confirmation by a separate letter of appointment from the President/Secretary of Jayanagar Education Society @ every year.
2. You will be paid **Basic Pay Scale 37,400-67,000 Gross pay 61,214 /-** and other admissible allowances.
3. As faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the principal during the college working hours 9AM to 5PM on all working days. You shall avail leave and holiday 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 absences 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 BU 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 statement/Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of student 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 such 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.

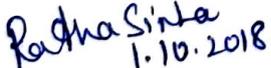
7. If you decide to discontinue the job on your own during the academic year, the academic schedule gets disturbed and consequently student studies will get affected. As the sole objective of the college is to provide quality education both college and you are required to give one month's notice on either side i.e.30 days before the end of the semester. In case of non-receipt of information regarding the discontinuation of service as above by you, you are liable 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 fee and all other associated expenses.
8. For calculation of increment, which is due In the month of June for salary payable in July of every year you should have joined the college on or before 1<sup>st</sup> November. 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 service are not satisfactory. Every year Performance Appraisal Committee (PAC) will review your services and recommend for your increment and continuation of service in Jayanagar Education Society Institutions.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of 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 kind of malpractice while conducting the internal examination/Assessment of the same or favoring in giving attendance to students or not accepting Examination work or valuation of answer scripts, or any other matter relating the college, you will be terminated without further notice. Any penalty levied by BU should be paid by you only.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU/AICTE or any inspection committee. You may obtain an acknowledgement from the college and the certificate 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,  
City College,  
Jayanagar Education Society (R)

  
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 BU

  
Signature of the Employee with date

  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70



# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India

# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070  
Telephone : 080 26649277 | Email : citycollege@vsnl.net

To  
Mrs.N S Gajalakshmi,  
#6,4<sup>th</sup> Cross,Parappana agrahara  
Hosur Road,Bangalore - 520100

Date:2 April, 2018

Dear Madam,

Sub: Appointment as Associate Professor in Department of Under Graduate at City College,  
27/2, 33<sup>rd</sup> cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560070

This is to intimate you that, you have been appointed as Associate Professor at City College with following terms and conditions w.e.f 02/04/2018.

1. Your appointment is against permanent vacancy and subject to confirmation by a separate letter of appointment from the President/Secretary of Jayanagar Education Society @ every year.
2. You will be paid **Basic Pay Scale 37,400-67,000** and **Gross pay 62,890/-** and other admissible allowances.
3. As faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the principal during the college working hours 9AM to 5PM on all working days. You shall avail leave and holiday 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 absences of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three time is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per BU 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 statement/Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid own only to safeguard the academic interests of student 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 your 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 such 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, ant-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 on either side i.e.30 days before the end of the semester In case of non-receipt of information regarding the discontinuation of service as above by you, you are liable 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 fee and all other associated expenses.
8. For calculation of increment, which is due In the month of June for salary payable in July of every year you should have joined the college on or before 1<sup>st</sup> November. 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 service are not satisfactory. Every year Performance Appraisal Committee (PAC) will review your services and recommend for your increment and continuation of service in Jayanagar Education Society Institutions.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of 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 kind of malpractice while conducting the internal examination/Assessment of the same or favoring in giving attendance to students or not accepting Examination work or valuation of answer scripts, or any other matter relating the college, you will be terminated without further notice. Any penalty levied by BU should be paid by you only.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU/AICTE or any inspection committee. You may obtain an acknowledgement from the college and the certificate 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 (R)

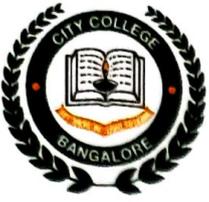
PRINCIPAL

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 BU

Signature of the Employee with date

  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70



# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India

# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070

Telephone : 080 26649277 | Email : citycollege@vsnl.net

To

Mrs.Lavanya S P  
#32,Rajgopal Street,Poorna Pragna Layout  
Uttarahalli,Bangalore-560061

Date:2 April, 2018

Dear Madam,

Sub: Appointment as Assistant Professor, Department of Language Under Graduate at City College,  
27/2, 33<sup>rd</sup> cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560070

This is to intimate you that, you have been appointed as Assistant Professor at City College with following terms and conditions w.e.f 02/04/2018.

1. Your appointment is against permanent vacancy and subject to confirmation by a separate letter of appointment from the President/Secretary of Jayanagar Education Society @ every year.
2. You will be paid **Basic Pay Scale 15,600-39,100** and **Gross pay 22,315/-** and other admissible allowances.
3. As faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the principal during the college working hours 9AM to 5PM on all working days. You shall avail leave and holiday 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 absences of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three time is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per BU 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 statement/Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid own only to safeguard the academic interests of student 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 your 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 such 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, ant-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

8/11/18 *[Signature]*

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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 on either side i.e.30 days before the end of the semester. In case of non-receipt of information regarding the discontinuation of service as above by you, you are liable 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 fee and all other associated expenses.
8. For calculation of increment, which is due In the month of June for salary payable in July of every year you should have joined the college on or before 1<sup>st</sup> November. 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 service are not satisfactory. Every year Performance Appraisal Committee (PAC) will review your services and recommend for your increment and continuation of service in Jayanagar Education Society Institutions.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of 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 kind of malpractice while conducting the internal examination/Assessment of the same or favoring in giving attendance to students or not accepting Examination work or valuation of answer scripts, or any other matter relating the college, you will be terminated without further notice. Any penalty levied by BU should be paid by you only.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU/AICTE or any inspection committee. You may obtain an acknowledgement from the college and the certificate 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 (R)

PRINCIPAL

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 BU

Signature of the Employee with date

  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70



# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India

# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070

Telephone : 080 26649277 | Email : citycollege@vsnl.net

Date: 2 April, 2018

To

Mr. Rathod Srinivas

#41, Gowri Nivas, 1<sup>st</sup> A cross, 6<sup>th</sup> G Main

Gowraivanagar, JP Nagar 7<sup>th</sup> Phase, Bangalore-560078

Dear Sir,

Sub: Appointment as Assistant Professor, Department of Language Under Graduate at City College,  
27/2, 33<sup>rd</sup> cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560070

This is to intimate you that, you have been appointed as Assistant Professor at City College with following terms and conditions w.e.f 02/04/2018.

1. Your appointment is against permanent vacancy and subject to confirmation by a separate letter of appointment from the President/Secretary of Jayanagar Education Society @ every year.
2. You will be paid **Basic Pay Scale 17,558-22,670** and **Gross pay 23,000/-** and other admissible allowances.
3. As faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the principal during the college working hours 9AM to 5PM on all working days. You shall avail leave and holiday 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 absences of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three time is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per BU 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 statement/Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid own only to safeguard the academic interests of student 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 your 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 such 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, ant-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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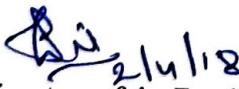
7. If you decide to discontinue the job on your own during the academic year, the academic schedule gets disturbed and consequently student studies will get affected. As the sole objective of the college is to provide quality education both college and you are required to give one month's notice on either side i.e.30 days before the end of the semester In case of non-receipt of information regarding the discontinuation of service as above by you, you are liable 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 fee and all other associated expenses.
8. For calculation of increment, which is due In the month of June for salary payable in July of every year you should have joined the college on or before 1<sup>st</sup> November. 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 service are not satisfactory. Every year Performance Appraisal Committee (PAC) will review your services and recommend for your increment and continuation of service in Jayanagar Education Society Institutions.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of 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 kind of malpractice while conducting the internal examination/Assessment of the same or favoring in giving attendance to students or not accepting Examination work or valuation of answer scripts, or any other matter relating the college, you will be terminated without further notice. Any penalty levied by BU should be paid by you only.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU/AICTE or any inspection committee. You may obtain an acknowledgement from the college and the certificate 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 (R)

PRINCIPAL

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 BU

  
Signature of the Employee with date

  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70



# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India

# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070

Telephone : 080 26649277 | Email : citycollege@vsnl.net

To  
Mrs.Malini N  
#88/49,,1<sup>st</sup> floor,8<sup>th</sup> Cross,Wilson Garden  
Bangalore-560027

Date:2 April, 2018

Dear Madam,

Sub: Appointment as Associate Professor, Department of Under Graduate at City College,  
27/2, 33<sup>rd</sup> cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560070

This is to intimate you that, you have been appointed to continue as Associate Professor at City College with following terms and conditions w.e.f 02/04/2018.

1. Your appointment is against permanent vacancy and subject to confirmation by a separate letter of appointment from the President/Secretary of Jayanagar Education Society @ every year.
2. You will be paid **Basic Pay Scale 37,400-67,000** and **Gross pay 63,590/-** and other admissible allowances.
3. As faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the principal during the college working hours 9AM to 5PM on all working days. You shall avail leave and holiday 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 absences of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three time is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per BU 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 statement/Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid own only to safeguard the academic interests of student 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 your 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 such 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, ant-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 on either side i.e.30 days before the end of the semester. In case of non-receipt of information regarding the discontinuation of service as above by you, you are liable 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 fee and all other associated expenses.
8. For calculation of increment, which is due in the month of June for salary payable in July of every year you should have joined the college on or before 1<sup>st</sup> November. 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 service are not satisfactory. Every year Performance Appraisal Committee (PAC) will review your services and recommend for your increment and continuation of service in Jayanagar Education Society Institutions.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of 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 kind of malpractice while conducting the internal examination/Assessment of the same or favoring in giving attendance to students or not accepting Examination work or valuation of answer scripts, or any other matter relating the college, you will be terminated without further notice. Any penalty levied by BU should be paid by you only.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU/AICTE or any inspection committee. You may obtain an acknowledgement from the college and the certificate 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 (R)

PRINCIPAL

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 BU

Signature of the Employee with date  
2/4/2018

Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70



# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India

27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560 070.

Phone : 080 26649277 Telefax : 25633570 Email : citycollege@vsnl.net

To

Date:02<sup>st</sup> June, 2018

Mrs. Rashmi R P,  
227/B, 2<sup>nd</sup> E cross, 3<sup>rd</sup> stage,  
3<sup>rd</sup> block, Basaveshwar Nagar, Bangalore

Dear Madam,

Sub: Appointment as Assistant Professor in Department of Management Studies at City College,  
27/2, 33<sup>rd</sup> cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560070

This is to intimate you that, you have been appointed as Assistant Professor at City College with following terms and conditions w.e.f 02/06/2018.

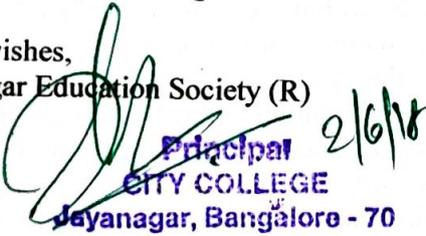
1. Your appointment is against permanent vacancy and subject to confirmation by a separate letter of appointment from the President/Secretary of Jayanagar Education Society ® every year.
2. You will be paid **Basic Pay Scale 15,600-39,100** and **Gross pay 21,460** /- and other admissible allowances.
3. As faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the principal during the college working hours 9AM to 5PM on all working days. You shall avail leave and holiday 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 absences of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three time is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per BU 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 statement/Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid own only to safeguard the academic interests of student 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 your 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 such 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, ant-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 on either side i.e.30 days before the end of the semester In case of non-receipt of information regarding the discontinuation of service as above by you, you are liable 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 fee and all other associated expenses.
8. For calculation of increment, which is due In the month of June for salary payable in July of every year you should have joined the college on or before 1<sup>st</sup> November. 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 service are not satisfactory. Every year Performance Appraisal Committee (PAC) will review your services and recommend for your increment and continuation of service in Jayanagar Education Society Institutions.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of 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 kind of malpractice while conducting the internal examination/Assessment of the same or favoring in giving attendance to students or not accepting Examination work or valuation of answer scripts, or any other matter relating the college, you will be terminated without further notice. Any penalty levied by BU should be paid by you only.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU/AICTE or any inspection committee. You may obtain an acknowledgement from the college and the certificate 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 (R)

PRINCIPAL

  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70

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 BU

  
02/06/18

Signature of the Employee with date

  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70



# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India

# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070  
Telephone : 080 26649277 | Telefax : 25633570 | Email : citycollege@vsnl.net

To

Date: 02<sup>th</sup> April, 2018

Ms. L. Lingzalam Haokip,  
#628/35, Durga Girls PG,  
1<sup>st</sup> B Main, Kanakapura Road,  
Jayanagar 7<sup>th</sup> Block, Bangalore – 560070.

Dear Madam,

Sub: Appointment as Assistant Professor in Department of Management Studies at City College,  
27/2, 33<sup>rd</sup> cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560070

This is to intimate you that, you have been appointed to continue as Assistant Professor at City College with following terms and conditions w.e.f 02/04/2018.

1. Your appointment is against permanent vacancy and subject to confirmation by a separate letter of appointment from the President/Secretary of Jayanagar Education Society @ every year.
2. You will be paid **Basic Pay Scale 15,600-39,100** and **Gross pay 31,392 /-** and other admissible allowances.
3. As faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the principal during the college working hours 9AM to 5PM on all working days. You shall avail leave and holiday 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 absences of a day will be calculated as two days absence for the purpose of salary calculation. Unauthorizedly, absenting more than three time is liable for termination of job without notice.
5. You cannot resign or discontinue your services within the semester as per BU 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 statement/Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid own only to safeguard the academic interests of student 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 your 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 such 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, ant-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 on either side i.e.30 days before the end of the semester. In case of non-receipt of information regarding the discontinuation of service as above by you, you are liable 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 fee and all other associated expenses.
8. For calculation of increment, which is due In the month of June for salary payable in July of every year you should have joined the college on or before 1<sup>st</sup> November. 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 service are not satisfactory. Every year Performance Appraisal Committee (PAC) will review your services and recommend for your increment and continuation of service in Jayanagar Education Society Institutions.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of 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 kind of malpractice while conducting the internal examination/Assessment of the same or favoring in giving attendance to students or not accepting Examination work or valuation of answer scripts, or any other matter relating the college, you will be terminated without further notice. Any penalty levied by BU should be paid by you only.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU/AICTE or any inspection committee. You may obtain an acknowledgement from the college and the certificate 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 (R)



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 BU

*L. Lingallem Haalip*  
Signature of the Employee with date 24/18



Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 76



# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India

# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070  
Telephone : 080 26649277 | Telefax : 25633570 | Email : citycollege@vsnl.net

05/09/2019

Ms.Suchitra VG M.Com .  
#40/3,Nanda Gokula,Chinnakote railway station,  
Road,Kaveri nagar,BEML nagar(Post)  
KGF-563115.

Dear Suchitra VG,

Sub: Appointment as Assistant Professor in Department of Commerce & Management Studies at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assistant Professor in Department of Commerce & Management Studies at City College with following terms and conditions with effect from 05/09/2019:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 21,600/-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected

quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
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

JAYANAGAR EDUCATION SOCIETY (REGD)

  
VICE-PRESIDENT

ACCEPTANCE OF THE EMPLOYEE:

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date

(M):

(Res. Ph. No. if any):

Aadhar Card No.

Attach self attested photocopy

PAN Card No.

Attach self attested photocopy

  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 79



# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India

# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070  
Telephone : 080 26649277 | Telefax : 25633570 | Email : citycollege@vsnl.net

01/04/2019

**Ms. Meena Kumari, M.Tech.**  
No. #1392, 1<sup>st</sup> floor 25<sup>th</sup> main,  
HSR layout, Bangalore-560102

Dear Ms. Meena Kumari,

Sub: Appointment as Assistant Professor in Department of Commerce & Management at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assistant Professor in Department of Commerce & Management at City College with following terms and conditions with effect from 01/04/2019:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 24085 /-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
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

JAYANAGAR EDUCATION SOCIETY (REGD)

  
VICE-PRESIDENT

ACCEPTANCE OF THE EMPLOYEE:

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date

(M):

(Res. Ph. No. if any):

Aadhar Card No.

Attach self attested photocopy

PAN Card No.

Attach self attested photocopy

  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70



# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India  
# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070  
Telephone : 080 26649277 | Telefax : 25633570 | Email : citycollege@vsnl.net

01/04/2019

**Ms. Tejaswini G, M.Tech.**  
**No. 2, Sri Venkateshwara nilaya, RR layout ,**  
**Jnanabharathi Post ,Bangalore 560056**

Dear Ms. Tejaswini G,

Sub: Appointment as Assistant Professor in Department of Commerce Management Studies at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assistant Professor in Department of Commerce Management Studies at City College with following terms and conditions with effect from 01/04/2019:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 22068** /- with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
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**

**JAYANAGAR EDUCATION SOCIETY (REGD)**

  
**VICE-PRESIDENT**

**ACCEPTANCE OF THE EMPLOYEE:**

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date

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(Res. Ph. No. if any):

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**Principal**  
**CITY COLLEGE**  
**Jayanagar, Bangalore - 70**



# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India

# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070  
Telephone : 080 26649277 | Telefax : 25633570 | Email : citycollege@vsnl.net

01/04/2019

**Ms. Anitha K, M.Com.**  
**No. 24, 2<sup>nd</sup> cross, DC Halli,**  
**Bilekahalli, Bangalore-560076**

Dear Ms. Anitha K,

Sub: Appointment as Assistant Professor in Department of Management Studies at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assistant Professor in Department of Management Studies at City College with following terms and conditions with effect from 01/04/2019:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 21,600/-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) 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. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50, 000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts' professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
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

**JAYANAGAR EDUCATION SOCIETY (REGD)**

  
VICE-PRESIDENT

ACCEPTANCE OF THE EMPLOYEE:

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date

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Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70



# CITY COLLEGE

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Affiliated to Bangalore University & Approved by AICTE Govt. of India

# 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560070

Telephone : 080 26649277 | Telefax : 25633570 | Email : citycollege@vsnl.net

02/08/2019

**Mr. Silambarasan, MCA.**

**#Ground floor, manjunatha house nagarapalaya,**

**C.V Ramannanagar Bangalore-560078.**

Dear Mr. Silambarasan,

Sub: Appointment as Assitant Professor in Department of Commerce & Management Studies at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assitant Professor in Department of Commerce & Management Studies at City College with following terms and conditions with effect from 02/08/2019:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 23,558/-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti

management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
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**

**JAYANAGAR EDUCATION SOCIETY (REGD)**

  
**VICE-PRESIDENT**

**ACCEPTANCE OF THE EMPLOYEE:**

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date

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**Principal**  
**CITY COLLEGE**  
**Jayanagar, Bangalore - 70**



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# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070

Telephone : 080 26649277 | Telefax : 25633570 | Email : citycollege@vsnl.net

03/09/2019

**Ms.Masia Bhanu, MBA (MKTR).**  
**#22,3<sup>rd</sup> cross, 9<sup>th</sup> main road,Bangalore-560021.**

Dear Ms.Masia Bhanu,

Sub: Appointment as Assitant Professor in Department of Management Studies at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assitant Professor in Department of Management Studies at City College with following terms and conditions with effect from 03/09/2019:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 21600/-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule during the academic year and to avoid switching over from our college to any other college in the middle of the academic year.
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7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
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10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
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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 JAYANAGAR EDUCATION SOCIETY**



**President**

**JAYANAGAR EDUCATION SOCIETY (REGD)**



**VICE-PRESIDENT**

ACCEPTANCE OF THE EMPLOYEE:

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date

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(Res. Ph. No. if any):

Aadhar Card No.

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**Principal**  
**CITY COLLEGE**  
**Jayanagar, Bangalore - 70**



# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

**Affiliated to Bangalore University & Approved by AICTE Govt. of India**

# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070  
Telephone : 080 26649277 | Telefax : 25633570 | Email : citycollege@vsnl.net

01/04/2019

**Mrs. Amritha K Narang, MBA.**  
**B-003, Wilson Manor Apts, 13th cross,**  
**Wilson Garden Bangalore- 560027**

Dear Mrs. Amritha K Narang,

Sub: Appointment as Assistant Professor in Department of Management Studies at City College,  
27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assistant Professor in Department of Management Studies at City College with following terms and conditions with effect from 01/04/2019:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 22068** /- with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50, 000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts' professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
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**

**JAYANAGAR EDUCATION SOCIETY (REGD)**

  
**VICE-PRESIDENT**

**ACCEPTANCE OF THE EMPLOYEE:**

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date

(M):

(Res. Ph. No. if any):

Aadhar Card No.

Attach self attested photocopy

PAN Card No.

Attach self attested photocopy

  
**Principal**  
**CITY COLLEGE**  
**Jayanagar, Bangalore - 70**



# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India

# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070  
Telephone : 080 26649277 | Telefax : 25633570 | Email : citycollege@vsnl.net

29/07/2019

**Ms.Tarangini, M.Com.**  
**19th cross, 13th main, Venkateshwara layout ,**  
**Maruthi nagar BTM layout Bangalore.**

Dear Ms.Tarangini,

Sub: Appointment as Assitant Professor in Department of Commerce & Management Studies at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assitant Professor in Department of Commerce & Management Studies at City College with following terms and conditions with effect from 29/07/2019:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 21,600 /-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti

management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
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**

**JAYANAGAR EDUCATION SOCIETY (REGD)**

**VICE-PRESIDENT**

**ACCEPTANCE OF THE EMPLOYEE:**

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date

(M):

(Res. Ph. No. if any):

Aadhar Card No.

Attach self attested photocopy

PAN Card No.

Attach self attested photocopy

**Principal**  
**CITY COLLEGE**  
**Jayanagar, Bangalore - 70**



# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India  
# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070  
Telephone : 080 26649277 | Telefax : 25633570 | Email : citycollege@vsnl.net

03/08/2019

**Mr.Ravindra AR, MBA.**  
**#452/3,1st floor, 4thmain road, Brudhavana Nagar,**  
**Srinagar, Bangalore-560019**

Dear Mr.Ravindra AR,

Sub: Appointment as Assitant Professor in Department of Commerce & Management Studies at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assitant Professor in Department of Commerce & Management Studies at City College with following terms and conditions with effect from 03/08/2019:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 25,187/-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
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

**JAYANAGAR EDUCATION SOCIETY (REGD)**

  
VICE-PRESIDENT

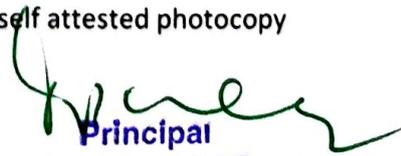
ACCEPTANCE OF THE EMPLOYEE:

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

  
Signature of the Employee with date  
(M): (Res. Ph. No. if any):

Aadhar Card No.  
Attach self attested photocopy

PAN Card No.  
Attach self attested photocopy

  
Principal  
**CITY COLLEGE**  
Jayanagar, Bangalore - 70



# CITY COLLEGE

Sponsored by Jayanagar Education Society (R)

Affiliated to Bangalore University & Approved by AICTE Govt. of India

# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070

Telephone : 080 26649277 | Telefax : 25633570 | Email : citycollege@vsnl.net

01/04/2019

Ms. Supriya G, M.Com.  
Seenapanahalli, Ds playa Post,  
Tumkuru 572120

Dear Ms. Supriya G,

Sub: Appointment as Assistant Professor in Department of Commerce & Management Studies at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assistant Professor in Department of Commerce & Management Studies at City College with following terms and conditions with effect from 01/04/2019:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 31035** /- with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti

management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50, 000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts' professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
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**

**JAYANAGAR EDUCATION SOCIETY (REGD)**

  
**VICE-PRESIDENT**

**ACCEPTANCE OF THE EMPLOYEE:**

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date

(M):

(Res. Ph. No. if any):

Aadhar Card No.

Attach self attested photocopy

PAN Card No.

Attach self attested photocopy

  
**Principal**  
**CITY COLLEGE**  
**Jayanagar, Bangalore - 70**



# CITY COLLEGE

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Affiliated to Bangalore University & Approved by AICTE Govt. of India

# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070  
Telephone : 080 26649277 | Telefax : 25633570 | Email : citycollege@vsnl.net

01/12/2019

**Mr. Sumith Kombra, MBA.**  
**Kousalya Nilays, OT Road, Seegehatti, Shimoga**

Dear Mr. Sumith Kombra,

Sub: Appointment as Assistant Professor in Department of Management Studies at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assistant Professor in Department of Management Studies at City College with following terms and conditions with effect from 01/12/2019:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 22,550/-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.



# CITY COLLEGE

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# 27/2, 33rd Cross, 2nd Main, 7th Block, Jayanagar, Bangalore - 560070  
Telephone : 080 26649277 | Telefax : 25633570 | Email : citycollege@vsnl.net

06/02/2020

**Mr.SanganaGouda Shivangi , MA.**  
**Jalakamaladinn: Hunagunda (Tq) Bagalkot (Dist)-587125.**

Dear Mr.SanganaGouda Shivangi,

Sub: Appointment as Assitant Professor in Department of Languages at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assitant Professor in Department of Languages at City College with following terms and conditions with effect from 06/02/2020:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 23,558/-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
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**

**JAYANAGAR EDUCATION SOCIETY (REGD)**

  
**VICE-PRESIDENT**

**ACCEPTANCE OF THE EMPLOYEE:**

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date 

(M):

(Res. Ph. No. if any):

Aadhar Card No.

Attach self attested photocopy

PAN Card No.

Attach self attested photocopy

  
**Principal**  
**CITY COLLEGE**  
**Jayanagar, Bangalore - 78**



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/04/2021

**Mr. Vivek Kundapur, MCA.**  
**#B-203, Ramanuja Enclave, Kodipalaya,**  
**Road, Kengeri, Bangalore-560060.**

**Dear Mr. Vivek Kundapur,**

Sub: Appointment as Assistant Professor in Department of Computer Application at City College.  
27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assistant Professor in Department of Computer Application at City College with following terms and conditions with effect from 01/04/2021:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 49,999/-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti



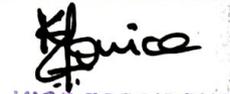
- management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.
7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts professional fee and all other associated expenses.
  8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
  9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
  10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
  11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
  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

JAYANAGAR EDUCATION SOCIETY (REGD)

  
VICE-PRESIDENT

ACCEPTANCE OF THE EMPLOYEE:

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date  
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(Res. Pl. No. if any):

Aadhar Card No.

Attach self attested photocopy

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Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 7u



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/04/2021

**Mr. Ranganatha B S, M.Com.**  
**#159/2, Manjunath road, 2<sup>nd</sup> block,**  
**Thyagarajanagar, Bangalore-560070.**

**Dear Mr. Ranganatha B S,**

Sub: Appointment as Assistant Professor in Department of Commerce and Management at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assistant Professor in Department of Commerce and Management at City College with following terms and conditions with effect from 01/04/2021:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 49,999/-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti



- management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.
7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts professional fee and all other associated expenses.
  8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
  9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
  10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
  11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
  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

JAYANAGAR EDUCATION SOCIETY (REGD)

  
VICE-PRESIDENT

ACCEPTANCE OF THE EMPLOYEE:

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date  
(M): (Res. Ph. No. if any):

Aadhar Card No.  
Attach self attested photocopy

PAN Card No.  
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Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/05/2021

Dr. Malini Dutta, MBA, Ph.D.  
#101 A, Santhosh Roy road, Purba Barisha,  
South 24 parganas.

Dear Dr. Malini Dutta,

Sub: Appointment as Associate Professor in Department of Management Studies at City College,  
27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Associate Professor in Department of Management Studies at City College with following terms and conditions with effect from 01/05/2021:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 85,092 /-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) 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. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50, 000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts' professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
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

**JAYANAGAR EDUCATION SOCIETY (REGD)**  
  
VICE-PRESIDENT

**ACCEPTANCE OF THE EMPLOYEE:**

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date 

(M):

(Res. Ph. No. if any):

Aadhar Card No.

Attach self attested photocopy

PAN Card No.

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Principal  
**CITY COLLEGE**  
Jayanagar, Bangalore - 70



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/04/21

Dr. Veda Purohit  
BSK 2<sup>nd</sup> stage, Banshankari  
Bengaluru-560058

Dear Dr. Veda Purohit

**Sub:** Appointment as **Assistant Professor** in the **Department of Language** with effect from 01 -April -21.

This is to inform you that you have been appointed as as **Assistant Professor** in the department of the **Computer Application** in **City College**, Bangalore-83. with the following terms and conditions:

Your date of appointment will be first of april 21. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of one-year probationary period, based on there commendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman City college Bangalore.**

2. You will be paid consolidated pay scale of Rs. 15600-39100 /- and other admissible allowances.

3. As **Professor** in the above said position. you need to maintain punctuality, teaching standards .discipline, professional secrecy and ethics, standard of education, dress code as detailed by the institution, **personal hygiene** and decorum of the Institution.

**4. You are required to furnish a copy of AADHAR card /PAN card / Passport / Driving license 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 5P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. 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 forthcoming months.**





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

**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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City 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 or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be given by April 15<sup>th</sup>) of odd/even semester or pay compulsorily pre-calculated liquidated damages to the College to an extent of two months' salary to cover the remuneration of part time lecturers, cost of advertising for recruitment of faculties, 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/ Principal and submit NOC to the Chairman.**

14. You should attend college all the time, if there is any work related to college examinations, submission of proposals to AICTE, BU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or 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 AMC -CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) is eligible for 1-week paid leave.**
- b) **Maternity leave (ML) (Applicable for female staff members): Should put in minimum of two years of continuous service, 15 days paid leave will be granted for the first child only.**





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

09/01/2021

**Dr. Veena C Angadi, MBA, PhD.**  
#60, WOC road, 3<sup>rd</sup> cross, 6<sup>th</sup> phase, 1<sup>st</sup> stage,  
Mahaganapathi nagar, Rajaginagar, Bangalore  
560044.

Dear Dr. Veena C Angadi,

Sub: Appointment as Associate Professor in Department of Commerce and Management at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Associate Professor in Department of Commerce and Management at City at City College with following terms and conditions with effect from 09/01/2021:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 50,000** /- with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.



7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
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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 **JAYANAGAR EDUCATION SOCIETY**

  
President

**JAYANAGAR EDUCATION SOCIETY (REGD)**

  
VICE-PRESIDENT

ACCEPTANCE OF THE EMPLOYEE:

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.



Signature of the Employee with date

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(Res. Ph. No. if any):

Aadhar Card No.

Attach self attested photocopy

PAN Card No.

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Principal  
**CITY COLLEGE**  
Jayanagar, Bangalore - 79



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/04/2021

**Mr. Bhargava B R, MBA.**  
5/66, 48<sup>th</sup> cross, road,  
Jayanagar 8<sup>th</sup> block, Bangalore-560070.

Dear **Mr. Bhargava B R.,**

Sub: Appointment as Assistant Professor in Department of Management Studies at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assistant Professor in Department of Management Studies at City College with following terms and conditions with effect from 01/04/2021:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 30,000/-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) 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. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50, 000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts' professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
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

JAYANAGAR EDUCATION SOCIETY (REGD)

  
VICE-PRESIDENT

ACCEPTANCE OF THE EMPLOYEE:

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date

(M):

(Res. Ph. No. if any):

Aadhar Card No.

Attach self attested photocopy

PAN Card No.

Attach self attested photocopy

  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/11/21

Dr. Kalulal Kulmi  
Suresh Radio Kanore dist Udaypur

Dear Dr. Kalulal Kulmi

**Sub:** Appointment as **Assistant Professor** in the **Department of Language** with effect from 01 –November -21.

This is to inform you that you have been appointed as **Assistant Professor** in the department of **Department of Language** in **City College**, Bangalore-83. with the following terms and conditions:

Your date of appointment will be first of November 21. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman City college Bangalore.**
- 2. You will be paid consolidated pay scale of Rs. 15600 – 39100/- and other admissible allowances.**
- 3. As Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code as detailed by the institution, personal hygiene and decorum of the Institution.**
- 4. You are required to furnish a copy of AADHAR card / PAN card / Passport / Driving license 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 5P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. 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 forthcoming months.**





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

9. You cannot resign or discontinue your services within the Semester as per BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City 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 or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be given by April 15<sup>th</sup>) of odd/even semester or pay compulsorily pre-calculated liquidated damages to the College to an extent of two months' salary to cover the remuneration of part time lecturers, cost of advertising for recruitment of faculties, 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/ Principal and submit NOC to the Chairman.

14. You should attend college all the time, if there is any work related to college examinations, submission of proposals to AICTE, BU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or 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 AMC -CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) is eligible for 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in minimum of two years of continuous service, 15 days paid leave will be granted for the first child only.





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of service 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/Society will have right to withhold or defer increment in case your services are not satisfactory and based on other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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.

For Jayanagar Education Society



  
President

Authorized Signatory

### Letter of Acceptance of the Employee

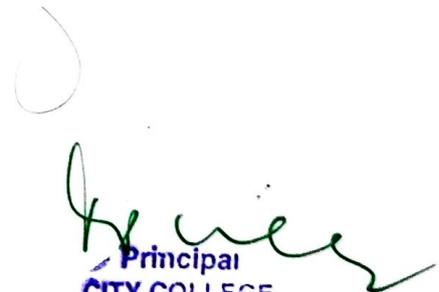
I have read the above terms and conditions, I have understood the contents fully and I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine degree and marks statement and agree to submit / surrender my original marks statements to the Principal for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Paramahansa Foundation Trust @. 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, management can take legal action against me as per the above terms and may inform the future employer and BU.

Signature of the Employee



Name:

Mob:

  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/11/21

Mr N L Murthy  
782 1<sup>st</sup> cross vijaylakshmi  
Bengaluru-560073

Dear Mr N L Murthy

**Sub:** Appointment as **Assistant Professor** in the **Department of Language** with effect from 01 -November - 21.

This is to inform you that you have been appointed as as **Assistant Professor** in the department of the **Computer Application** in **City College**, Bangalore-83. with the following terms and conditions:

Your date of appointment will be first of November 21. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of one-year probationary period, based on there commendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman City college Bangalore.**
- 2. You will be paid consolidated pay scale of Rs. 15600-39100 /- and other admissible allowances.**
- 3. As Professor** in the above said position, you need to maintain punctuality, teaching standards ,discipline, professional secrecy and ethics, standard of education, dress code as detailed by the institution, **personal hygiene** and decorum of the Institution.
- 4. You are required to furnish a copy of AADHAR card /PAN card / Passport / Driving license 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 5P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. 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 forthcoming months.**





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

9. You cannot resign or discontinue your services within the Semester as per BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City 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 or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be given by April 15<sup>th</sup>) of odd/even semester or pay compulsorily pre-calculated liquidated damages to the College to an extent of two months' salary to cover the remuneration of part time lecturers, cost of advertising for recruitment of faculties, 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/ Principal and submit NOC to the Chairman.

14. You should attend college all the time, if there is any work related to college examinations, submission of proposals to AICTE, BU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or 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 AMC -CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) is eligible for 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in minimum of two years of continuous service, 15 days paid leave will be granted for the first child only.





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of service 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/Society will have right to withhold or defer increment in case your services are not satisfactory and based on other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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.

For Jayanagar Education Society

④

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 for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Paramahansa Foundation Trust @. 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, management can take legal action against me as per the above terms and may inform the future employer and BU.

Signature of the Employee

Name:

Mob:

Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/09/2021

Ms. Asha R, MBA.  
#03,ground floor, Munishwara layout,  
2<sup>nd</sup> cross, Karubele , Kengeri, Bangalore,  
560060.

Dear Ms. Asha R,

Sub: Appointment as Assistant Professor in Department of Commerce and Management Studies at City College, 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assistant Professor in Department of Commerce and Management Studies at City College with following terms and conditions with effect from 01/09/2021:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 20,881** /- with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti



- management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.
7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50, 000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts' professional fee and all other associated expenses.
  8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
  9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
  10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
  11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
  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

JAYANAGAR EDUCATION SOCIETY (REGD)

  
VICE-PRESIDENT

ACCEPTANCE OF THE EMPLOYEE:

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date

(M):

(Res. Ph. No. if any):

Aadhar Card No.

Attach self attested photocopy

PAN Card No.

Attach self attested photocopy

  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/09/2021

**Ms. Sinchana D Koushik, M.Com.**  
**#80, Magan Silver Hill apartments,**  
**Flat #C203, Naidu's Layout, Chikkalasandra,**  
**Bangalore-566061.**

**Dear Ms. Sinchana D Koushik,**

Sub: Appointment as Assistant Professor in Department of Management Studies at City College,  
27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assistant Professor in Department of Management Studies at City College with following terms and conditions with effect from 01/09/2021:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 20,881** /- with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule during the academic year and to avoid switching over from our college to any other college in the middle of the academic year.
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- management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.
7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50, 000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts' professional fee and all other associated expenses.
  8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
  9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
  10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
  11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
  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**

**JAYANAGAR EDUCATION SOCIETY (REGD)**

  
**VICE-PRESIDENT**

**ACCEPTANCE OF THE EMPLOYEE:**

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

  
Signature of the Employee with date

(M):

(Res. Ph. No. if any):

Aadhar Card No.

Attach self attested photocopy

PAN Card No.

Attach self attested photocopy

  
**Principal**  
**CITY COLLEGE**  
**Jayanagar, Bangalore - 70**



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

03/08/2021

Ms.Jayashree C, MBA .  
#104, 11/12, 2<sup>nd</sup> main, 7<sup>th</sup> cross, Chamgam Raju farm house,  
Guru Raghavendra nagar, JP nagar,7<sup>th</sup> phase Bangalore-  
560078.

Dear Ms.Jayashree C,

Sub: Appointment as Assitant Professor in Department of Management Studies at City College, 27/2,  
33<sup>rd</sup> Cross, 2<sup>nd</sup> main, Jayanagar 7<sup>th</sup> Block, Bangalore-560 070

This is to intimate to you that, you have been appointed as Assitant Professor in Department of Management Studies at City College with following terms and conditions with effect from 03/08/2021:

1. Your appointment in City College under Jayanagar Education Society has been confirmed by this letter of appointment, which is to be renewed every year by the appointing authority.
2. You will be paid **Gross pay Rs. 22,056/-** with other admissible allowances and permissible deductions as per the norms of statutory bodies.
3. As a faculty in the above department you need to maintain punctuality, teaching standards, discipline and professional secrecy, dress code, personal hygiene and decorum of the college.
4. You shall work on full time basis and you should not leave the department without written permission of the Principal during the college working hours 9 AM to 5 PM on all working days. You shall avail leave and holidays with prior approval of the Principal as per College rules. Leave above 3 days need to be approved by the President / Secretary of JES. 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 absence for 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 BU rules. You may leave at the end of the semester by giving one month prior notice by submitting 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 President / Secretary of Jayanagar Education Society. Marks statements / Marks cards will be released to you, only when you give proper notice of resignation. These conditions are laid down only to safeguard the academic interests of students and to follow the academic schedule 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 such cases). You will also be relieved within the said academic year without notice if your services are not satisfactory and your teaching is substandard and not meeting the expected quality standards of the college (minimum 80% results to be produced) and not willing to accept the delegated responsibilities. If you involve in any anti-student, ant-college and anti



management activities, your services will be terminated immediately without giving any prior notice and you will be prosecuted suitably.

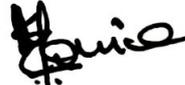
7. To avoid any inconvenience, both the college and you are required to give one month notice on either side i.e. 30 days before the end of the semester. In case of discontinuation of service on your own, you are liable to pay compulsorily pre-calculated liquidated damages to the college to an extent of Rs.50,000/- to cover the remuneration of part-time lecturers, cost of advertisement, conduction of interviews, experts professional fee and all other associated expenses.
8. For calculation of increment, the employee should complete 7 months of continuous service to be eligible for increment. 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, participation and presentations in seminars, workshops, publication of articles in National and International journals during the academic year. However, society will have the right to with hold / 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 service in institutions under Jayanagar Education Society.
9. Your job is transferable to any of the institutions under Jayanagar Education Society of its associated institutions in India or abroad including the new institutions and institutions proposed to be established at different parts of India.
10. If you involve in any kind of malpractice while conducting the internal examinations / Assessment, favouring some students in giving attendance or not accepting Examination work or valuation of answer scripts, or any other matter relating to the college or University, you will be terminated without further notice. Any penalty levied by BU should be paid by you.
11. Before reporting to duty you should deposit all original certificates and testimonials with the college for immediate verification by the BU / AICTE or any other inspection committee. You may obtain an acknowledgement from the college and the original certificates submitted by you will be returned to you at the time of leaving the institution.
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

JAYANAGAR EDUCATION SOCIETY (REGD)

  
VICE-PRESIDENT

ACCEPTANCE OF THE EMPLOYEE:

I have read the above terms and conditions and understood the contents fully. I hereby accept the appointment on the said terms and conditions. I also confirm that I possess genuine marks statements, degree and agree to submit my original marks statements and degree certificates 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 conditions and may inform the future employer and also authorities at Bangalore University.

Signature of the Employee with date

(M):

(Res. Ph. No. if any):

Aadhar Card No.

Attach self attested photocopy

PAN Card No.

Attach self attested photocopy



Principal  
CITY COLLEGE

Jayanagar, Bangalore - 70



# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

19/07/22

Mrs Ritu Tyagi

**Sub:** Appointment as **Associate Professor of Computer Application Dept** in City College with effect from 19-07-22

This is to inform you that you have been appointed as an **Associate Professor of Computer Application Dept** in City College, Bangalore-83, Your date of appointment will be 19-07-22 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of the one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the scale of 37400/- 67000/- and other admissible allowances.**
- 3. As an Associate Professor in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, the standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 9 A.M to 5 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**



7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if The last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

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

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the principal.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society ®. 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, management can take legal action against me as per the above terms and may inform the future employer and BU.

Name: *Rishi Tyagi*  
Mob:

Signature of the Employee



Principal,  
CITY COLLEGE  
Jayanagar, Bangalore - 79





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/04/22

Ms. Nivedita  
Madappa Street fort,  
Kanakpura Bengaluru - 562117.

Dear Ms .Nivedita

**Sub:** Appointment as **Assistant Professor** in the **Department of Commerce & Management** with effect from 01-April -2022.

This is to inform you that you have been appointed as **Assistant Professor** in the department of **Department of Commerce & Management** in City College, Jayanagar, Bengaluru, Karnataka 560082, with the following terms and conditions:

Your date of appointment will be first of April 2022. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman City college Bangalore.**

2. You will be paid consolidated pay of Rs. 34228/- and other admissible allowances.

3. As **Asst Professor** in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code as detailed by the institution, **personal hygiene** and decorum of the Institution.

**4. You are required to furnish a copy of AADHAR card /PAN card / Passport / Driving license 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 5P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. 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.**





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

9. You cannot resign or discontinue your services within the Semester as per BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City 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 or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be given by April 15<sup>th</sup>) of odd/even semester or pay compulsorily pre-calculated liquidated damages to the College to an extent of two months' salary to cover the remuneration of part time lecturers, cost of advertising for recruitment of faculties, 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/ Principal and submit NOC to the Chairman.

14. You should attend college all the time, if there is any work related to college examinations, submission of proposals to AICTE, BU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or 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 AMC -CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) is eligible for 1-week paid leave.**
- b) **Maternity leave (ML) (Applicable for female staff members): Should put in minimum of two years of continuous service, 15 days paid leave will be granted for the first child only.**





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of service 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/Society will have right to withhold or defer increment in case your services are not satisfactory and based on other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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.

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 for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Paramahansa Foundation Trust ®. 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, management can take legal action against me as per the above terms and may inform the future employer and BU.

### Signature of the Employee

Name:

Mob:

Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 79





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

12/09/22

Dear Mrs G Rudreshwari

**Sub:** Appointment as **Assistant Professor** in the **Department of Language** with effect from, 12/09/22

This is to inform you that you have been appointed as an **Assistant Professor** in the **Department of Language** in City College, Bangalore-83,

with the following terms and conditions:

Your date of appointment will be 12/09/22 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of the one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**
- 2. You will be paid in the Scale of Rs. 15600/- to 39100/- and other admissible allowances.**
- 3. As an Assistant Professor in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, the standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 8:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**



15. Special benefits and consideration for employees

- a) **Marriage:** Employees who completed two years of continuous service in the teaching/non-teaching category (in any of the institutions under AMC -CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) are eligible for one 1-week paid leave.
- b) **Maternity leave (ML)** (Applicable for female staff members): Should put in a minimum of two years of continuous service, 15 days of paid leave will be granted for the first child only.

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education

Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the principal.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society ®. 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, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name:

Mob:



Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 79

no. 27/2, 33rd cross, 2nd main rd, 7th block, jayanagar, bengaluru, karnataka 560082



+91-80-26649277

www.citycollege.ac.in





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/04/22

Mrs Sindhura .S  
No 139, 1 stage Gubbala  
Bengaluru-560061

Dear Mrs Sindhura .S

**Sub:** Appointment as **Assistant Professor** in the **Computer Application** with effect from 01 –April -22.

This is to inform you that you have been appointed as **Assistant Professor** in the department of the **Computer Application** in **City College**, Bangalore-83, with the following terms and conditions:

Your date of appointment will be first of April 22. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of one-year probationary period, based on there commendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman City college Bangalore.**
- 2. You will be paid consolidated pay scale of Rs. 15600-39100 /- and other admissible allowances.**
- 3. As Professor** in the above said position. you need to maintain punctuality. teaching standards ,discipline. professional secrecy and ethics, standard of education, dress code as detailed by the institution, **personal hygiene** and decorum of the Institution.
- 4. You are required to furnish a copy of AADHAR card /PAN card / Passport / Driving license 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 5P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. 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 forthcoming months.**

no. 27/2, 33rd cross, 2nd main rd, 7th block, jayanagar, bengaluru, karnataka 560082



+91-80-26649277

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# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

**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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City 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 or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be given by April 15<sup>th</sup>) of odd/even semester or pay compulsorily pre-calculated liquidated damages to the College to an extent of two months' salary to cover the remuneration of part time lecturers, cost of advertising for recruitment of faculties, 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/ Principal and submit NOC to the Chairman.**

**14. You should attend college all the time, if there is any work related to college examinations, submission of proposals to AICTE, BU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or 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 AMC -CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) is eligible for 1-week paid leave.**
- b) **Maternity leave (ML) (Applicable for female staff members): Should put in minimum of two years of continuous service, 15 days paid leave will be granted for the first child only.**





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of service 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/Society will have right to withhold or defer increment in case your services are not satisfactory and based on other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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.

For Jayanagar Education Society

4

  
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 for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Paramahansa Foundation Trust @. 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, management can take legal action against me as per the above terms and may inform the future employer and BU.

  
Signature of the Employee

Name:

Mob:

  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 71





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

20/09/22

Dear Mrs Yamuna K

**Sub:** Appointment as **Assistant Professor** in the **Department of Commerce & Management** with effect from 20/09/22

This is to inform you that you have been appointed as an **Assistant Professor** in the **Department of Commerce & Management** in City College, Bangalore-83, with the following terms and conditions:

Your date of appointment will be 20/09/22 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of the one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**
- 2. You will be paid in the Asst Professor Scale of Rs. 15600/- to 39100/- and other admissible allowances.**
- 3. As an Assistant Professor in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, the standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 8:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**



7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if The last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

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

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education

Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the principal.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name:

Mob:



Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70

no. 27/2, 33rd cross, 2nd main rd, 7th block, jayanagar, bengaluru, karnataka 560082



+91-80-26649277

www.citycollege.ac.in





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

Mr Chethan V K

27/09/22

Dear Mr. Chethan V K  
7<sup>th</sup> main road, subhash nagar,  
K S town, Kengari, Bengalouru - 60

**Sub:** Appointment as **Asst Faculty** in the **Department of Commerce & Management** with effect from 27/09//22

This is to inform you that you have been appointed as an **Asst Faculty** in the **Department of Commerce & Management** in City College, Bangalore-83, with the following terms and conditions:

Your date of appointment will be 27/09//22. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of the one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**
- 2. You will be paid in the Asst Faculty Scale of Rs. 15600-39100 and other admissible allowances.**
- 3. As an Asst Faculty in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, the standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 8:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**



7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if The last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

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

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the principal.

*[Handwritten Signature]*

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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.

*[Handwritten Signature: Chedhan]*  
Signature of the Employee

Name:  
Mob:

*[Handwritten Signature]*  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 7c





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

10/10/22

Dear Dr, Shaikh Imran Abdul Rahim

**Sub:** Appointment as **Assistant Professor** in the **Department of Language** with effect from 10/10/22

This is to inform you that you have been appointed as an **Assistant Professor** in the **Department of Language** in City College, Bangalore-83,

with the following terms and conditions:

Your date of appointment will be 10/10/22 Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of the one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**

**2. You will be paid in the Scale of Rs. 15600/- to 39100/- and other admissible allowances.**

**3. As an Assistant Professor in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, the standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 8:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**



7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if The last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

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

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or Associated / Collaborated Institutions in India including the new institutions proposed to be established in 5RF 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 the second copy, and return the same to the principal.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.

  
Signature of the Employee

Name:

Mob:

  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

27/10/22

Dear Mrs Shwetha

**Sub: Appointment as Asst Professor in the Department of Computer Application with effect from 27/10/22**

This is to inform you that you have been appointed as an **Asst Professor** in the **Department of Computer Application** in City College, Bangalore-83, with the following terms and conditions:

Your date of appointment will be 27/10/22 Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of the one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**

**2. You will be paid in the Asst Professor Scale of Rs. 15600/- to 39100/- and other admissible allowances.**

**3. As an Asst Professor in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, the standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**

**4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 8:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**



7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming months.

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It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

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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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and B.U.



Signature of the Employee

Name:

Mob:



Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70

no. 27/2, 33rd cross, 2nd main rd, 7th block, jayanagar, bengaluru, karnataka 560082



+91-80-26649277

www.citycollege.ac.in





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/06/22

Ms. Divya Rao  
Sobha Complex, Opp Nagasandra  
Bengaluru-560073

Dear Ms. Divya Rao

**Sub:** Appointment as Assistant Professor in the Department of Language with effect from 01 June-22.

This is to inform you that you have been appointed as Assistant Professor in the department of Department of Language in City College, Bangalore-83, with the following terms and conditions:

Your date of appointment will be first of June 22. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of one-year probationary period, based on therecommendations of the performance review committee. If recommended a separate letter of appointment willbe issued by the Chairman City college Bangalore.**
- 2. You will be paid consolidated pay scale of Rs. 15600 – 39100/- and other admissible allowances.**
- 3. As Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code as detailed by the institution, personal hygiene and decorum of the Institution.**
- 4. You are required to furnish a copy of AADHAR card /PAN card / Passport / Driving license 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 5P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. 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 forthcoming months.**



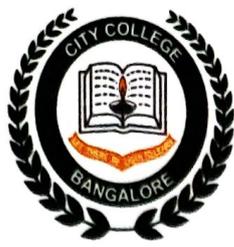


# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City 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 mark 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.
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11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be given by April 15<sup>th</sup>) of odd/even semester or pay compulsorily pre-calculated liquidated damages to the College to an extent of two months' salary to cover the remuneration of part time lecturers, cost of advertising for recruitment of faculties, 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 pay back 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/ Principal and submit NOC to the Chairman.
14. You should attend college all the time, if there is any work related to college examinations, submission of proposals to AICTE, BU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or 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 AMC -CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) is eligible for 1-week paid leave.
  - Maternity leave (ML)** (Applicable for female staff members): Should put in minimum of two years of continuous service, 15 days paid leave will be granted for the first child only.





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of service 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/Society will have right to withhold or defer increment in case your services are not satisfactory and based on other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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.

For Jayanagar Education Society

(4)

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 for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Paramahansa Foundation Trust ®. 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, management can take legal action against me as per the above terms and may inform the future employer and BU.

Signature of the Employee

Name:

Mob:

Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

Dear Mrs Deepashree B R

20/06/22

**Sub: Appointment as Asst Professor in the Department of Commerce & Management with effect from 20/06/22**

This is to inform you that you have been appointed as an **Asst Professor** in the **Department of Commerce & Management** in City College, Bangalore-83, with the following terms and conditions:

Your date of appointment will be 20/06/22 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of the one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**
- 2. You will be paid in the Asst Professor Scale of Rs. 15600-39100 and other admissible allowances.**
- 3. As an Asst Professor in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, the standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 8:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**



7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if The last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

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

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or Associated / Collaborated Institutions in India including the new institutions proposed to be established in different parts of India.

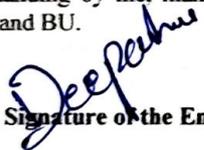
18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign the second copy, and return the same to the principal.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name:  
Mob:



Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 76





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

Dear Mr Gautham Shivaraj

23/06/22

**Sub:** Appointment as **Asst Professor** in the **Department of Commerce & Management** with effect from 23/06/22

This is to inform you that you have been appointed as an **Asst Professor** in the **Department of Commerce & Management** in City College, Bangalore-83, with the following terms and conditions:

Your date of appointment will be 23/06/22 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of the one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**
- 2. You will be paid in the Asst Professor Scale of Rs. 15600-39100 and other admissible allowances.**
- 3. As an Asst Professor in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, the standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / Driving license as 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 a full-time basis from 8:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**



7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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 Society, 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if The last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

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

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or Associated / Collaborated Institutions in India including the new institutions proposed to be established in different parts of India.

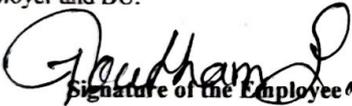
18. If you are satisfied with the above conditions and willing to join or continue in our Institution, kindly retain the first copy of this appointment letter, sign the second copy, and return the same to the principal.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society. I will not leave College in the middle of the academic session and will not cause inconvenience to the students. In case of breach of understanding by me, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name:

Mob:



Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/08/22

Mr. Sliambarasan G

**Sub:** Appointment as **Assistant Professor of Computer Application Dept** in City College with effect from 1-08-22

This is to inform you that you have been appointed as an **Assistant Professor of Computer Application Dept** in City College, Bangalore-83, Your date of appointment will be 1-08-22 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of the one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the scale of 15600/- 39100/- and other admissible allowances.**
- 3. As an Assistant Professor in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, the standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card / PAN card / Passport / Driving license as 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 a full-time basis from 9 A.M to 5 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**



7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if The last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

13. Before you get relieved you have to hand over the relevant documents, and work-related materials and pay back any the 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/ Principal and submit NOC to the Chairman.

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

15. Special benefits and consideration for employees

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

16. Every year members of the performance appraisal committee (PAC) will review your performance, behavior, and punctuality and submit a report for consideration of continuation of service and increment. You should have put in 08 (eight) months of continuous service before June to be eligible for increment. However, Trust/Society will have the right to withhold or defer increment in case your services are unsatisfactory and based on other factors affecting the institution, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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 the second copy, and return the same to the principal.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society ®. 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, management can take legal action against me as per the above terms and may inform the future employer and BU.



Signature of the Employee

Name:  
Mob:



Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

23/1/23

Dear Ms Namrata

**Sub: Appointment as Assistant Professor in the Department of Department of Commerce & Management with effect from 23/1/23**

This is to inform you that you have been appointed as an **Assistant Professor in the Department of Commerce & Management** in City College, Bangalore-83,

with the following terms and conditions:

Your date of appointment will be 23/1/23 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of the one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City college Bangalore.**
2. You will be paid in the Scale of Rs. 15600/- to 39100/- and other admissible allowances.
3. As an **Assistant Professor** in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, the standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 8:15 A.M to 4:45 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)



7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming months.

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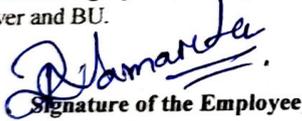
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Authorized Signatory

Letter of Acceptance of the Employee

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Signature of the Employee

Name:

Mob:



Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 79





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/05/22

Mrs Nitha Sandeep  
BSK 2<sup>nd</sup> stage Banashankari  
Bengaluru-560058

Dear Mrs Nitha Sandeep

**Sub:** Appointment as **Assistant Professor** in the **Department of Commerce & management** with effect from 01 may-22.

This is to inform you that you have been appointed as **Assistant Professor** in the department of **Department of commerce & management** in **City College, Bangalore-83**, with the following terms and conditions:

Your date of appointment will be first of May 22. Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of one-year probationary period, based on therecommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman City college Bangalore.**
- 2. You will be paid consolidated pay scale of Rs. 15600 – 39100/- and other admissible allowances.**
- 3. As Professor** in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code as detailed by the institution, **personal hygiene** and decorum of the Institution.
- 4. You are required to furnish a copy of AADHAR card / PAN card / Passport / Driving license 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 5P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**
- 7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. 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 forthcoming months.**





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

**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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City 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 or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be given by April 15<sup>th</sup>) of odd/even semester or pay compulsorily pre-calculated liquidated damages to the College to an extent of two months' salary to cover the remuneration of part time lecturers, cost of advertising for recruitment of faculties, 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/ Principal and submit NOC to the Chairman.**

**14. You should attend college all the time, if there is any work related to college examinations, submission of proposals to AICTE, BU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or 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 AMC -CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) is eligible for 1-week paid leave.**
- b) **Maternity leave (ML) (Applicable for female staff members): Should put in minimum of two years of continuous service, 15 days paid leave will be granted for the first child only.**





# CITY COLLEGE

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16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of service 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/Society will have right to withhold or defer increment in case your services are not satisfactory and based on other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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.

For Jayanagar Education Society



*[Handwritten Signature]*

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 for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Paramahansa Foundation Trust ®. 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, management can take legal action against me as per the above terms and may inform the future employer and BU.

*[Handwritten Signature]*

Signature of the Employee

Name:

Mob:

*[Handwritten Signature]*  
Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

01/04/22

Mrs. Namrata Despande  
JP Nagar, 8<sup>th</sup> phase  
Bengaluru-560083

Dear Namrata Despande

**Sub:** Appointment as Assistant Professor in the Department Commerce & Management with effect from 01-April -22.

This is to inform you that you have been appointed as Assistant Professor in the department of Department Commerce & Management in City College, Bangalore-83, with the following terms and conditions:

Your date of appointment will be first of April 22. Please report to the principal and complete the joining formalities.

**1. Your present appointment has to be confirmed after completion of one-year probationary period, based on there commendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman City college Bangalore.**

2. You will be paid consolidated pay scale of Rs. 15600 – 39100/- and other admissible allowances.

3. As Professor in the above said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy and ethics, standard of education, dress code as detailed by the institution, personal hygiene and decorum of the Institution.

**4. You are required to furnish a copy of AADHAR card / PAN card / Passport / Driving license 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 5P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)

**7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. 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 forthcoming months.**





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City 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 or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if the last working day is June 15<sup>th</sup> notice to be given by April 15<sup>th</sup>) of odd/even semester or pay compulsorily pre-calculated liquidated damages to the College to an extent of two months' salary to cover the remuneration of part time lecturers, cost of advertising for recruitment of faculties, 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/ Principal and submit NOC to the Chairman.**

14. **You should attend college all the time, if there is any work related to college examinations, submission of proposals to AICTE, BU, NBA, NAAC etc. or work related to annual day celebrations, academic activities (conferences/seminars/workshop), functions or attending Chairman's meetings, internal audit committees or general and library stock verification or any other work assigned by the principal or 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 AMC -CITY-CAMBRIDGE-BROOKLYN INSTITUTIONS) is eligible for 1-week paid leave.**
- b) **Maternity leave (ML) (Applicable for female staff members): Should put in minimum of two years of continuous service, 15 days paid leave will be granted for the first child only.**





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

16. Every year members of performance appraisal committee (PAC) will review your performance, behavior, punctuality and submit a report for consideration of continuation of service 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/Society will have right to withhold or defer increment in case your services are not satisfactory and based on other factors affecting the institution in general, specifically finances.

17. Your job is transferable to any institution under Paramahansa Foundation Trust or Jayanagar Education Society or in any other institutions under AMC-CITY-CAMBRIDGE-BROOKLYN Institutions or 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.

For Jayanagar Education Society



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 for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Paramahansa Foundation Trust ®. 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, management can take legal action against me as per the above terms and may inform the future employer and BU.

Signature of the Employee

Name:

Mob:

Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

06/03/23

Mr. Naveen S A

**Sub:** Appointment as **Associate Professor** in City College with effect from 06-03-23

This is to inform you that you have been appointed as an **Associate Professor** in City College, Bangalore-83, Your date of appointment will be 06-03-23 Please report to the principal and complete the joining formalities.

- 1. Your present appointment has to be confirmed after completion of the one-year probationary period, based on the recommendations of the performance review committee. If recommended a separate letter of appointment will be issued by the Chairman of City College Bangalore.**
- 2. You will be paid in the scale of 37400/- 67000/- and other admissible allowances.**
- 3. As an Associate Professor in the above-said position, you need to maintain punctuality, teaching standards, discipline, professional secrecy, ethics, the standard of education, dress code as detailed by the institution, personal hygiene, and decorum of the Institution.**
- 4. You are required to furnish a copy of your AADHAR card /PAN card / Passport / Driving license as 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 a full-time basis from 9 A.M to 5 P.M and should not leave the Department without the written permission of the Principal during the working hours on all working days. You shall avail leave with prior approval of the Principal as per the College rules. No leave is permissible during the period of probation (other than casual leave or declared holiday)**





# CITY COLLEGE

AFFILIATED TO BANGALORE UNIVERSITY, APPROVED BY AICTE, NEW DELHI

06/03/23

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7. You will follow the leave rules and holidays normally observed in AMC-CITY-CAMBRIDGE-BROOKLYN Institutions. You are entitled to 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 forthcoming 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 BU rules. You may leave at the end of Semester by giving two months prior notice by submitting a resignation letter to the Chairman of the City College and obtain an acknowledgment. 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.

It is the responsibility of the employee to fill their position once they have resigned and during their notice period to train the new recruitment.

10. You will be relieved within a reasonable time, if you get a Government Job/Foreign Assignment/ prolonged illness or if you are 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 is not as per the expected quality standards of the College.

11. You will be relieved if you are not willing to accept the delegated academic 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 two months' notice, prior to the last working day (i.e., if The last working day is June 15<sup>th</sup> notice to be provided by April 15<sup>th</sup>) of the odd/even semester or pay compulsorily pre-calculate liquidated damages to the College to an extent of two months' salary to cover the remuneration of part-time lecturers, cost of advertising for recruitment of faculties, conducting interviews, expert professional interviewers' fees, and all other associated expenses.

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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 the second copy, and return the same to the principal.



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 a genuine degree and marks statement and agree to submit/surrender my original marks statements to the Principal for immediate verification by any inspecting team. I hereby declare that I have the eligibility to teach as per AICTE norms and as long as I am employed with City College under Jayanagar Education Society ®. 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, management can take legal action against me as per the above terms and may inform the future employer and BU.

Signature of the Employee

Name:

Mob:



Principal  
CITY COLLEGE  
Jayanagar, Bangalore - 70

no. 27/2, 33rd cross, 2nd main rd, 7th block, jayanagar, bengaluru, karnataka 560082



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