



PADMASHREE INSTITUTE OF INFORMATION SCIENCES

Affiliated to Bangalore University & Recognised by GOVT. OF KARNATAKA
Nagarbhavi Circle, Bangalore - 560 072. Karnataka State, INDIA
Phone : 3212432, 3212433. E-mail : padmashree@excite.com

OFFER OF APPOINTMENT

Date: 30.03.2004

To

Dr. M. Anuradha

You are here by appointed for the post of Professor provided you agree for the following terms and conditions mentioned hereby:

1. You will abide by the rules and regulations of the institute, failing which necessary action can be taken up by the appropriate authority against you as and when required.
2. Apart from the regular holidays you are entitled for two days leave in a month. Any extra leave apart from this will be considered as loss of pay. Prior intimation is must before applying for leave.
3. One month's notice is required from you and when resigning from the job and the institution will also issue one month's notice when you are to be relived from the job. Failing which one month's salary is to be paid as compensation to the institute /you as the case may be.
4. You will maintain professional ethics in your practice and teaching. It will be your duty to safe guard and handle with care the institute's property. It is your duty to safeguard the institute's interest with reference to the critical/vital information about the institute and the same should not be conveyed to the people working in a similar setup. Barring which necessary action would be initiated against you.
5. Any research or academic activities when taken up should be done with the prior permission of the principal and head of the concerned department and if any research publications are to be published it should be done with the consent of the appropriate authority.
6. The Director will be the final authority regarding the disciplinary matters and you should abide by the Director's decision pertaining to these.

If you agree to abide by these conditions kindly send an acceptance letter and join the duty at the earliest.

Thanking you,

Managing Trustee



PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

Affiliated to Bangalore University & Recognised by Govt. of KARNATAKA

Recognised by UGC under sections 2(f) and 12 (B)

149, Padmashree Campus, Kommaghatta, Sulikere (Post), Kengeri, Bangalore - 560 060, INDIA.

Phone : +91-80-28485205, E-mail : pimsprincipal@gmail.com Website : www.pims.org.in

Offer of Appointment

Date: 1st September, 2008

To,
Dr. K. Y. Reddy
4/4, 1 Main Road,
Laljinagar, Jayanagar,
Bangalore.

Dear Dr. K. Y. Reddy,

Pursuant to the discussion we had with you, we are glad to offer you the appointment of your position of Professor & Director in MBA Department in our institution on the terms and conditions laid out hereunder.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be part of Padmashree Institute of Management and Sciences.

1. Position & Grade: The position offered for the employment with Institution is "Director".

2. Effective Date and Documents: The appointment is proposed to be with effect from 1st September, 2008 and on such date you are required to furnish the following documents to the Institute.

- i. Xerox copies of Professional Qualifications
- ii. Xerox copy of relieving letter from the previous employer
- iii. Latest salary slip of previous job
- iv. Experience certificates
- v. Proof of age.
- vi. Proof of address
- vii. 2 passport size photographs

3. Commencement of Employment: Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute by giving 30 (thirty) days written notice or one month salary (Basic salary only) in lieu of such notice period to you. In the event that you seek to terminate your employment with the Institute, it is proposed that, you may do so by giving the Institute a written notice of 30 (thirty) days of such intention.

4. Scope: You will be required to devote all your working time to your employment with the Institute and shall not, without the express written consent of the chairman, engage in other employment of business which would prevent you from devoting all or part of your working

time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration.

5. Reporting date and Location: On the date of appointment you shall report to the following location to the person identified herein below:

Office of the Chairman, #149, Kommaghatta Village, Kengeri Hobli, Bangalore-560060

6. Location of employment: The appointment and location of employment will be at Padmashree Institute of Management and Sciences, # 149, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at locations as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

7. **Salary:** Your total cost to the Institute is Rs. 8,40,000/- (Rupees Eight Lakh and Forty Thousand only) per annum commencing from 1st September, 2008. The remuneration shall be constituted under:

Basic monthly salary	:	Rs.21,400
Dearness Allowance	:	Rs.19,260
House Rent Allowance	:	Rs.3,210
(paid only if not provided with accommodation)		
Travelling Expenses	:	Rs.13,500
Administrative Allowances	:	Rs.12,630
Total cost per month	:	Rs.70,000

Deductions: The Institute shall be entitled to deduct from the above, the following amounts:

- Income Tax, at the rates applicable on your remuneration
- Employment/Professional Tax
- All other dues from you to the Institute such as loans and advances given to you.

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment Agreement, will be reimbursed to you as per eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expense shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

8. Leave Policies:

CL-Casual Leave: 18 days/year
SL-Sick Leave: 6 days/year
AL-Annual Leave: 10 days/year

All leaves stated above are applicable for the current year (January-December) and hence cannot be carried over to the next year. The leave can not be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

9. Representations: All materials produced or acquired under the terms of this agreement, written, graphic, film magnetic tape or otherwise shall remain property of the institute. The institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

10. You are requested to refer Annexure-I attached with this agreement for:

1. Job description/ Roles and responsibilities.
2. Work timings.

11. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.



Managing Trustee



PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

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149, Padmashree Campus, Kommaghatta, Sulikere (Post), Kengeri, Bangalore - 560 060, INDIA.

Phone : +91-80-28485205, E-mail : pimsprincipal@gmail.com Website : www.pims.org.in

OFFER OF APPOINTMENT

Date: 04.11.2013

To,
Dr. Thammaiah R B
Bangalore.

Dear **Dr. Thammaiah R B**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **04.11.2013** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 2,16,000/- per annum, (Two Lakh Sixteen Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.


12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.


This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee


Mr. T K Narayanappa
Managing Trustee


(Name & Signature with Date)


Dr. Anuradha M.
Principal



PADMASHREE INSTITUTE OF INFORMATION SCIENCES

Affiliated to Bangalore University & Recognised by GOVT. OF KARNATAKA
Nagarbhavi Circle, Bangalore - 560 072. Karnataka State, INDIA
Phone : 3212432, 3212433. E-mail : padmashree@excite.com

OFFER OF APPOINTMENT

Date: 24.03.2007

To,

Mr. Roopesh Kumar

No.3291, 1st Main, C Block,
5th cross, Gayathrinagar,
Bangalore – 560021.

Dear **Mr. Roopesh Kumar**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **24.03.2007** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 1,20,000/- per annum, (One Lakh Twenty Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 01.08.2007

To,

Mr. Sudipta Kumar Mohanty

No.278, NGEF layout,
5th main, Nagarbhavi
Bangalore – 560072

Dear **Mr. Sudipta Kumar Mohanty**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. Position & Grade: Assistant Professor

2. Documents to be Submitted: The appointment is with effect from **01.08.2007** and on such date you are required to furnish the following documents to the Institute.

- i. Photocopies of Professional Qualifications.
- ii. Photocopy of relieving letter from the last employer.
- iii. Experience certificate.
- iv. Proof of age.
- v. Proof of address.
- vi. 5 passport size photographs.

3. Commencement of Employment: Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.

4. Probation: You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 1,20,000/- per annum, (One Lakh Twenty Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues from you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

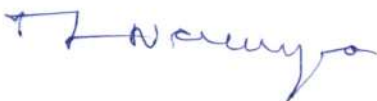
11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.


This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



DR. SUDIPTA KUMAR MOHANTY
(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 03.04.2007

To,

Mr. Raju Krishna Kishore

No.3, 1st floor, 2nd Main,

Sri Kanteshwarnagar,

Mahalakshmi layout,

Bangalore – 560096

Dear **Mr. Raju Krishna Kishore**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **03.04.2007** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 96,000/- per annum, (Ninety Six Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee

M. Raju Krishna Kushon



03/04/2007

Mr. T K Narayanappa
Managing Trustee

(Name & Signature with Date)



Dr. Anuradha M.
Principal



PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

Affiliated to Bangalore University & Recognised by Govt. of KARNATAKA

Recognised by UGC under sections 2(f) and 12 (B)

149, Padmashree Campus, Kommaghatta, Sulikere (Post), Kengeri, Bangalore - 560 060, INDIA.

Phone : +91-80-28485205, E-mail : pimsprincipal@gmail.com Website : www.pims.org.in

OFFER OF APPOINTMENT

Date: 11.01.2008

To,

Dr. Suresh Babu S.V.

No.42,/2, 6th Main, Mallathahalli,

Jnanajyothinagar,

Bangalore – 560056

Ph: 9448466702

Dear **Dr. Suresh Babu S.V.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Associate Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Associate Professor
2. **Documents to be Submitted:** The appointment is with effect from **11.01.2008** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 6,60,000/- per annum, (Six Lakh Sixty Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues from you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.
This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

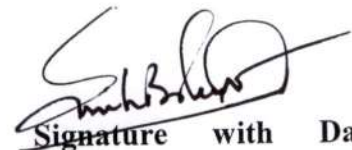
For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

(Name & Signature with Date)



Dr. Anuradha M.
Principal



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Phone : +91-80-28485295, E-mail : appointment@pims.org.in Website : www.pims.org.in

OFFER OF APPOINTMENT

Date: 01.07.2014

To,

Dr. Indu B. K.

No 730, 'Shawathi',

17th cross, JP nagar,

Bengaluru-560078

Phone: 8618939145

Email-id: indu1508@gmail.com,

Dear **Dr. Indu B. K.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **01.07.2014** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

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Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 3,60,000/- per annum, (Three Lakh Sixty Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

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- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

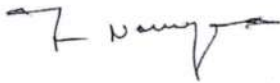
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12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

(Name & Signature with Date)



Dr. Anuradha M.
Principal



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Phone : +91-80-28485205, E-mail : pimsprincipal@gmail.com Website : www.pims.org.in

OFFER OF APPOINTMENT

Date: 14.04.2012

To,

Mrs. Manjubhargavi O.J.

Upadya layout,
Nagadevanahalli,
Gnanabharathi Post,
Bangalore – 560056

Dear **Mrs. Manjubhargavi O.J.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **14.04.2012** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

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9. **Salary:** Your total cost to the Institute is Rs. 1,20,000/- per annum, (One Lakh Twenty Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
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Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

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12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

Mani bharagani 19/4
(Name & Signature with Date)



Dr. Anuradha M.
Principal



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Phone : +91-80-28485205, E-mail : pimsprincipal@gmail.com Website : www.pims.org.in

OFFER OF APPOINTMENT

Date: 07.09.2016

To,

Dr. Mohammed Aman

#5(15/2), siridi nilaya,

5th cross, Mallathahali,

Yeshwanthpur,

Banglore-560056

Dear **Dr. Mohammed Aman**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **07.09.2016** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

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7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.2,40,000/- per annum, (Two Lakh Forty Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
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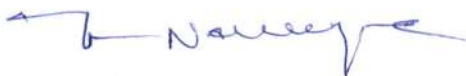
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For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
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Phone : +91-80-28401111 Email : info@pims.org.in Website : www.pims.org.in

Date: 17.10.2016

To,

Dr. Veeranna S.

No. 112, 2nd Cross, 1st Main,
R.R. Layout, Nagadevanahalli,
Bangalore-560056

Phone: +91-9900101741

Email: cta.veeranna@gmail.com

Dear **Dr. Veeranna S.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **17.10.2016** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
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- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

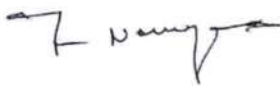
11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



**Mr. T K Narayanappa
Managing Trustee**

Dr. VEERANNA . S
(Name & Signature with Date)



**Dr. Anuradha M.
Principal**



OFFER OF APPOINTMENT

Date: 12.04.2017

To,

Dr Umalatha

51, 1st Floor, 3rd Stage,
4th Block, Shakthiganapathi Nagar,
6th Cross Road, Basaveshwarnagar
Bangalore -79
Ph: 9448686274
E-mail: umaharish1976@gmail.com

Dear **Dr Umalatha**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from 12.04.2017 and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

No. 149, Padmashree Campus, Kommaghatta, Sulikere, Kengeri,
Bangalore - 560060, Karnataka, India

☎ 080-2845206 ✉ pimsprincipal@gmail.com 🌐 www.pims.org.in

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.3,60,000/- per annum, (Three Lakh Sixty Thousand Per Annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences


Employee

UMALATHA

Umaltho

(Name & Signature with Date)

12/4/2017



Mr. T K Narayanappa
Managing Trustee



Dr. Anuradha M.
Principal



PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

Affiliated to Bangalore University & Recognised by Govt. of KARNATAKA

Recognised by UGC under sections 2(f) and 12 (B)

149, Padmashree Campus, Kommaghatta, Sulikere (Post), Kengeri, Bangalore - 560 060, INDIA.

Phone : +91-80-28485205, E-mail : pimsprincipal@gmail.com Website : www.pims.org.in

OFFER OF APPOINTMENT

Date: 18.02.2016

To,
Dr. Preenon Bagchi,
Ph: 9986274603
Email Id: prithish.bagchi@gmail.com

Dear Dr. Preenon Bagchi,

Pursuant to the discussion we had with you, we are glad to re-appoint you after completing your post-doctoral research as Associate Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

- 1. Position & Grade:** Associate Professor
- 2. Documents to be Submitted:** The appointment is with effect from 18.02.2016 and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.
- 5. Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to

be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.
7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60**

Person: Dr. Anuradha. M.

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
9. **Salary:** Your total cost to the Institute is Rs.3,60,000/- per annum, (Three Lakh Sixty Thousand Per Annum) commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues from you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses

incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

12. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

13. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

14. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

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149, Padmashree Campus, Kommaghatta, Sulikere (Post), Kengeri, Bangalore - 560 060, INDIA.

Phone : +91-80-28485205, E-mail: pims@pims.org.in Website : www.pims.org.in

OFFER OF APPOINTMENT

Date: 17.09.2012

To,

Ms. Shreya Krishna Rao

No.263, Akshaya, 9th Cross,
4th Main, Nrupathunganagar,
NGEF layout, Nagarbhavi,
Bangalore-560072

Dear **Ms. Shreya Krishna Rao**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. Position & Grade: Assistant Professor

2. Documents to be Submitted: The appointment is with effect from **17.09.2012** and on such date you are required to furnish the following documents to the Institute.

- i. Photocopies of Professional Qualifications.
- ii. Photocopy of relieving letter from the last employer.
- iii. Experience certificate.
- iv. Proof of age.
- v. Proof of address.
- vi. 5 passport size photographs.

3. Commencement of Employment: Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.

4. Probation: You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 1,92,000/- per annum, (One Lakh Ninety Two Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

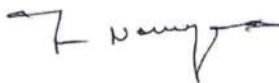
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12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 02.11.2017

To,
Dr. M. S. Saradha Devi.
F-6 Deccan Gardenia
90/1, 1st Main Road,
Garden Vilas, Nagarbhavi,
Bangalore – 560072
Ph: 9535982041

Dear **Dr. M. S. Saradha Devi.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from 02.11.2017 and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

No. 149, Padmashree Campus, Kommaghatta, Sulikere, Kengeri,
Bangalore - 560060, Karnataka, India

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Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

9. Leave Policies:

- CL - Casual Leave - 18 days / Year
- ML - Medical Leave - 6 days / Year
- AL - Annual Leave - 10 days / Year (after completion of one year in the College)
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

10. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

11. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal

Confirmation: On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

5. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.
6. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60**

Person: Dr. Anuradha. M.

7. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
8. **Salary:** Your total cost to the Institute is Rs.1,50,000/- per annum, (One Lakh Fifty Thousand Per Annum) for first six months after completion of 6 months Rs.3,60,000/- per annum (Three Lakh Sixty Thousand Per Annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate



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149, Padmashree Campus, Kommaghatta, Sulikere (Post), Kengeri, Bangalore - 560 060, INDIA.

Phone : +91-80-28485205, E-mail : pimsprincipal@gmail.com Website : www.pims.org.in

OFFER OF APPOINTMENT

Date: 14.08.2017

To,

Dr. Vedashree S

24, 4 th main, 40 Feet Road, Kapilanagar,

Hegganhalli, Bangalore North, 560091.

Mobile No: +91-9986969225

E mail: veda87shree@gmail.com

Dear **Dr. Vedashree S**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **14.08.2017** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.3,00,000/- per annum, (Three Lakh per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.


11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

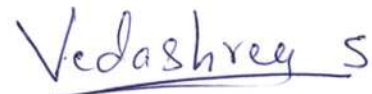
This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 01.12.2017

To,

Dr. Vijetha B.V.

#60, 6th Cross, Subbana Garden,
Vijaynagara,
Bangalore: 560040

Dear **Dr. Vijetha B.V.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **01.12.2017** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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Bangalore - 560060, Karnataka, India

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.
- Scope:** You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.
6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.
7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:
- Padmashree Institute of Management & Sciences**
Kommaghatta Village, Kengeri Hobli,
Bangalore - 60
Person: Dr. Anuradha. M.
8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
9. **Salary:** Your total cost to the Institute is Rs.3,60,000/- per annum, (Three Lakh Sixty Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.
- **Basic monthly salary**
 - **Dearness Allowance**
 - **House Rent Allowance (paid only if not provided with accommodation)**
- Deduction:** The institute shall be entitled to deduct from the above, the following amounts:
- **Income Tax, at the rates applicable on your remuneration**
 - **Employment/ Professional tax**
 - **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee


(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 19.02.2018

To,
Mrs. Subbalakshmi G.
#B012 B Block Mahagar Vajra Apartments.
Vajarahalli Opp to Holiday Village Resort
Kanakapura Road
Bangalore -560062
Ph: 9538348896
E-mail: shubagsl@gmail.com

Dear Mrs. Subbalakshmi G.

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Asst Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from 19.02.2018, and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute.
Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The

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expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

9. Leave Policies:

- CL - Casual Leave - 18 days / Year
- ML - Medical Leave - 6 days / Year
- AL - Annual Leave - 10 days / Year (after completion of one year in the College)
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

10. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

11. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

SUBBA LAKSHMI G
y. Subbalakshmi
19/02/2018

(Name & Signature with Date)



Dr. Anuradha M.
Principal

be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.1,50,000/- per annum, (One Lakh Fifty Thousand for six months) and after completion of 6 months if it's not awarded the same salary will continue till your award, after award Rs.3,60,000/- per annum (Three Lakh Sixty Thousand Per Annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as



OFFER OF APPOINTMENT

Date: 01.06.2018

To,

Mrs. Shilpa P.

No.19/2, G-4, Reliance residency,
3rd main, Hosahalli, Vijayanagar,
Bangalore - 560040.

Email: shilpasept@gmail.com

Mobile no: 7829767363

Dear **Mrs. Shilpa P.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from 01.06.2018 and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.
5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to

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Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

Confirmation: On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

5. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.
6. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60**

Person: Dr. Anuradha. M.

7. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
8. **Salary:** Your total cost to the Institute is Rs. 2,16,000/- per annum, (Two lakh sixteen thousand per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
 - **Dearness Allowance**
 - **House Rent Allowance (paid only if not provided with accommodation)**
- Deduction: The institute shall be entitled to deduct from the above, the following amounts:
- **Income Tax, at the rates applicable on your remuneration**
 - **Employment/ Professional tax**
 - **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all

per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.
This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



**Mr. T K Narayanappa
Managing Trustee**

Shilpa - P 1/06/2019

(Name & Signature with Date)



**Dr. Anuradha M.
Principal**



OFFER OF APPOINTMENT

Date: 01.06.2018

To,

Dr. Nethra S.

No. 499, 1st floor, Mata Amruthamai road,
Jnanabharathi 2nd Block, Nagadevanahalli,
Bangalore-560056.

Ph: 9743855599

E-Mail: nethra.hari8@gmail.com

Dear **Dr. Nethra S.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor

2. **Documents to be Submitted:** The appointment is with effect from 01.06.2018 and on such date you are required to furnish the following documents to the Institute.

Photocopies of Professional Qualifications.

Photocopy of relieving letter from the last employer.

Experience certificate.

Proof of age.

Proof of address.

5 passport size photographs.

3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.

4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.1,50,000/- per annum, (One Lakh Fifty Thousand for six months) and after completion of 6 months Rs.3,60,000/- per annum (Three Lakh Sixty Thousand Per Annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

Dr. NETHRA . S .

Nethra . S . 1/6/2018

(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 04.06.2018

To,
Mrs. Rashmi D.
Flat No: FF005, B Block, No.18,
Silver oak gardens apartments,
Doddakalsandra, Kanakapura main road,
Bangalore – 560062
Ph: 9964600314
Email: rashmi.pcr@gmail.com

Dear Mrs. Rashmi D

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from 04.06.2018 and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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Confirmation: On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

5. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.
6. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60**

Person: Dr. Anuradha. M.

7. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
8. **Salary:** Your total cost to the Institute is Rs.3,00,000/- per annum, (Three Lakh Per Annum). The remuneration shall be constituted under.
- **Basic monthly salary**
 - **Dearness Allowance**
 - **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses

incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

9. Leave Policies:

- CL - Casual Leave - 18 days / Year
- ML - Medical Leave - 6 days / Year
- AL - Annual Leave - 10 days / Year (after completion of one year in the College)
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

10. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

11. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee


(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 11.06.2018

To,

Ms. Rajini J.

No.598, 6th Cross,
Swarnasandra,
Mandya – 571402.

Dear **Ms. Rajini J.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **11.06.2018** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

No. 149, Padmashree Campus, Kommaghatta, Sulikere, Kengeri,
Bangalore - 560060, Karnataka, India

☎ 080-2845206 ✉ pimsprincipal@gmail.com 🌐 www.pims.org.in

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 96,000/- for 6 months and after six months Rs.2,04,000 per annum, (Two Lakh Four Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.


11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.


This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee


Mr. T K Narayanappa
Managing Trustee


(Name & Signature with Date)


Dr. Anuradha M.
Principal



PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

Affiliated to Bangalore University & Recognised by Govt. of KARNATAKA

Recognised by UGC under sections 2(f) and 12 (B)

149, Padmashree Campus, Kommaghatta, Sulikere (Post), Kengeri, Bangalore - 560 060, INDIA.

Phone : +91-80-28485205, E-mail : pimsprincipal@gmail.com Website : www.pims.org.in

OFFER OF APPOINTMENT

Date: 10.06.2012

To,

Mrs. Rajani Balaji

No.339, 2 A Block,
Mahaveer Willow,
Kengeri Uppanagar,
Bangalore – 560060.

Dear **Mrs. Rajani Balaji**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **10.06.2012** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 3,36,000/- per annum, (Three Lakh Thirty Six Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee


RAJANI BALAJI
(Name & Signature with Date)



Dr. Anuradha M.
Principal



PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

Affiliated to Bangalore University & Recognised by Govt. of KARNATAKA

Recognised by UGC under sections 2(f) and 12 (B)

149, Padmashree Campus, Kommaghatta, Sulikere (Post), Kengeri, Bangalore - 560 060, INDIA.

Phone : +91-80-28485205, E-mail : pimsprincipal@gmail.com Website : www.pims.org.in

OFFER OF APPOINTMENT

Date: 16.01.2014

To,

Ms. Akhila N.

Kommaghatta road,

Kengeri,

Bangalore - 560060

Dear **Ms. Akhila N.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor

2. **Documents to be Submitted:** The appointment is with effect from **16.01.2014** and on such date you are required to furnish the following documents to the Institute.

- i. Photocopies of Professional Qualifications.
- ii. Photocopy of relieving letter from the last employer.
- iii. Experience certificate.
- iv. Proof of age.
- v. Proof of address.
- vi. 5 passport size photographs.

3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.

4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 2,22,000/- per annum, (Two Lakh Twenty Two Thousand per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

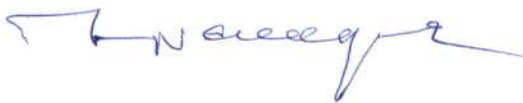
11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Akhila N
Akhila N

Mr. T K Narayanappa
Managing Trustee

(Name & Signature with Date)



Dr. Anuradha M.
Principal



PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

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Recognised by UGC under sections 2(f) and 12 (B)

149, Padmashree Campus, Kammaghatta, Sulikere (Post), Kengeri, Bangalore - 560 060, INDIA.

Phone : +91-80-28485205, E-mail : pimsprincipal@gmail.com Website : www.pims.org.in

OFFER OF APPOINTMENT

Date: 10.01.2015

To,

Mrs. Sarala Hemanth Kumar

No.3, 8th D cross,

Jnanabharathi,

Bangalore – 560060.

Dear **Mrs. Sarala Hemanth Kumar**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **10.01.2015** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 1,92,000/- per annum, (One Lakh Ninety Two Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

SARALA HEMANTH KUMAR


(Name & Signature with Date)



Dr. Anuradha M.
Principal



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Recognised by UGC under sections 2(f) and 12 (B)

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Phone : +91-80-28485205, E-mail : pimsprincipal@gmail.com Website : www.pims.org.in

OFFER OF APPOINTMENT

Date: 01.12.2015

To,

Mrs. Ramya B.

Bangli, Sulikere post,
Kengeri, Hobli
Bangalore - 560060

Dear **Mrs. Ramya B.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **01.12.2015** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 2,28,000/- per annum, (Two Lakh Twenty Eight Thousand per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues from you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as

per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

Affiliated to Bangalore University & Recognised by Govt. of KARNATAKA

Recognised by UGC under sections 2(f) and 12 (B)

149, Padmashree Campus, Kommaghatta, Sulikere (Post), Kengeri, Bangalore - 560 060, INDIA.

Phone : +91-80-28485205, E-mail : pimsprincipal@gmail.com Website : www.pims.org.in

OFFER OF APPOINTMENT

Date: 08.03.2016

To,

Ms. Dinu Raj R.

No.20/2, ISEC Campus,

Nagarbhavi,

Bangalore - 560072

Dear **Ms. Dinu Raj R.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor

2. **Documents to be Submitted:** The appointment is with effect from **08.03.2016** and on such date you are required to furnish the following documents to the Institute.

- i. Photocopies of Professional Qualifications.
- ii. Photocopy of relieving letter from the last employer.
- iii. Experience certificate.
- iv. Proof of age.
- v. Proof of address.
- vi. 5 passport size photographs.

3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.

4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore - 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 2,28,000/- per annum, (Two Lakh Twenty Eight Thousand per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues from you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as

per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 09.09.2018

To,

Dr. B. V. Sathyanarayana Babu
#2104, 8th Main, D Block,
2nd stage, Rajajinagar,
Bangalore: 560010

Dear Dr. B. V. Sathyanarayana Babu

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **09.09.2018** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

**No. 149, Padmashree Campus, Kommaghatta, Sulikere, Kengeri,
Bangalore - 560060, Karnataka, India**

☎ 080-2845206 ✉ pimsprincipal@gmail.com 🌐 www.pims.org.in

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore - 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.4,80,000/- per annum, (Four Lakh Eighty Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues from you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

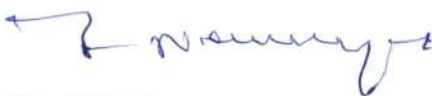
11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

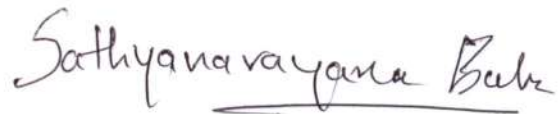
This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 01.01.2018

To,

Mrs. Seema K.S.

No.702/1, 1st floor, 4th main,
Kommaghatta road, Kengeri,
Bangalore-560060.

Dear **Mrs. Seema K.S.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

- 1. Position & Grade:** Assistant Professor
- 2. Documents to be Submitted:** The appointment is with effect from **01.01.2018** and on such date you are required to furnish the following documents to the Institute.
 - Photocopies of Professional Qualifications.
 - Photocopy of relieving letter from the last employer.
 - Experience certificate.
 - Proof of age.
 - Proof of address.
 - 5 passport size photographs.
- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

**No. 149, Padmashree Campus, Kommaghatta, Sulikere, Kengeri,
Bangalore - 560060, Karnataka, India**

☎ 080-2845206 ✉ pimsprincipal@gmail.com 🌐 www.pims.org.in

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 3,57,324/- per annum, (Three Lakh Fifty Seven Thousand Three Hundred and Twenty Four per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

SEEMA K S
SEEMA

(Name & Signature with Date)



Dr. Anuradha M.
Principal



PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

Affiliated to Bangalore University & Recognised by Govt. of KARNATAKA

Recognised by UGC under sections 2(f) and 12 (B)

149, Padmashree Campus, Kommaghatta, Sulikere (Post), Kengeri, Bangalore - 560 060, INDIA.

Phone : +91-80-28485205, E-mail : pimsprincipal@gmail.com Website : www.pims.org.in

OFFER OF APPOINTMENT

Date: 15.01.2016

To,

Mr. Karthik P.

No.7, D Street, 1st main,
Kuvempu nagara, N.G.Halli,
Bangalore - 560026

Dear **Mr. Karthik P.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor

2. **Documents to be Submitted:** The appointment is with effect from **15.01.2016** and on such date you are required to furnish the following documents to the Institute.

- i. Photocopies of Professional Qualifications.
- ii. Photocopy of relieving letter from the last employer.
- iii. Experience certificate.
- iv. Proof of age.
- v. Proof of address.
- vi. 5 passport size photographs.

3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.

4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore - 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 1,80,000/- per annum, (One Lakh Eighty Thousand per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues from you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as

per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

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12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

KARTHIK P
AUSTI
(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 01.01.2018

To,

Ms. Deepika G. R.

No.452,Ullal Satellite town,
Ullal,
Bangalore-560056.

Dear Ms. Deepika G. R.

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. Position & Grade: Assistant Professor

2. Documents to be Submitted: The appointment is with effect from **01.01.2018** and on such date you are required to furnish the following documents to the Institute.

- i. Photocopies of Professional Qualifications.
- ii. Photocopy of relieving letter from the last employer.
- iii. Experience certificate.
- iv. Proof of age.
- v. Proof of address.
- vi. 5 passport size photographs.

3. Commencement of Employment: Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.

4. Probation: You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

**No. 149, Padmashree Campus, Kommaghatta, Sulikere, Kengeri,
Bangalore - 560060, Karnataka, India**

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 2,85,120/- per annum, (Two Lakh Eighty Five Thousand One Hundred and Twenty per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues from you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

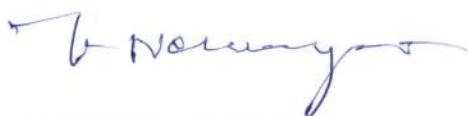
11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 12.03.2018

To,

Dr. Eranna G.

No.245, Venkatesh,
Iggalur, Chandapura post,
Anekal Taluk,
Bangalore - 560099

Dear **Dr. Eranna G.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **12.03.2018** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.5,40,000/- per annum, (Five Lakh Forty Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
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- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

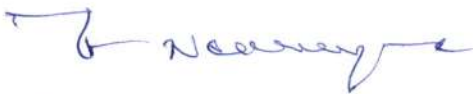
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12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

Affiliated to Bangalore University & Recognised by Govt. of KARNATAKA

Recognised by UGC under sections 2(f) and 12 (B)

149, Padmashree Campus, Kommaghatta, Sulikere (Post), Kengeri, Bangalore - 560 060, INDIA.

Phone : +91-80-28485205, E-mail : pimsprincipal@gmail.com Website : www.pims.org.in

OFFER OF APPOINTMENT

Date: 05.02.2016

To,

Dr. Shruthi H.P.

Bangalore.

Email: 1111.shruthi@gmail.com

Dear **Dr. Shruthi H.P.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Associate Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. Position & Grade: Associate Professor

2. Documents to be Submitted: The appointment is with effect from **05.02.2016** and on such date you are required to furnish the following documents to the Institute.

- i. Photocopies of Professional Qualifications.
- ii. Photocopy of relieving letter from the last employer.
- iii. Experience certificate.
- iv. Proof of age.
- v. Proof of address.
- vi. 5 passport size photographs.

3. Commencement of Employment: Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.

4. Probation: You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore - 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.6,00,000/- per annum, (Six Lakh per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 08.01.2018

To,

Mrs. Ashwini M.

No.252, Hema Nilaya,
2nd Cross, Vijayanagara,
Ramanagar - 562159.

Dear **Mrs. Ashwini M.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **08.01.2018** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.1,02,000/- for six months, and after completion of six months Rs.2,16,000/- per annum, (Two Lakh Sixteen Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

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12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

Ashwini . M



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 08.02.2018

To,

Dr. Deeshma K.P.

D/o K.P.Damodaran,
Kunhipurayil (H) Ori
Kaithakkad (PO) Cheruvathur,
Kasargod, Kerala - 671313

Dear **Dr. Deeshma K.P.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **08.02.2018** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

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7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore - 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.3,00,000/- per annum, (Three Lakh per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
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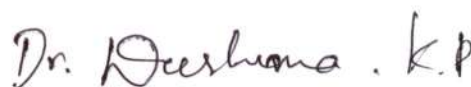
This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 27.04.2016

To,
Mrs. Yamuna G.
Bangalore
Email: yamunag1028@gmail.com

Dear **Mrs. Yamuna G.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **27.04.2016** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

No. 149, Padmashree Campus, Kommaghatta, Sulikere, Kengeri,
Bangalore - 560060, Karnataka, India

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.2,16,000/- per annum, (Two Lakh Sixteen Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee


(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 16.07.2018

To,

Ms. Charishma P.

No.2, 48/A, Gundlapally Village,
Odela Mandal,
Peddapally district.

Dear **Ms. Charishma P.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **16.07.2018** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.1,87,200/- per annum, (One Lakh Eighty Seven Thousand Two Hundred per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
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All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

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11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

P. CHARISHMA

P. Charishma

(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 08.04.2019

To,

Mrs. Shruthi A.M.

No.16, Adithya, Basaveshwara layout,

Managanahalli Cross, Ullal,

Bangalore-560056.

Ph: 9980955187

E-Mail: shruthiudupi@yahoo.com

Dear **Mrs. Shruthi A.M.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **08.04.2019** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.2,58,000/- per annum, (Two Lakh Fifty Eight Thousand per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

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12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

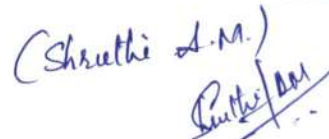
This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 22.04.2019

To,
Ms. Sahanashree K.S.
M.S. Ramaiah layout,
Nagasandra post,
Bangalore - 560073

Dear **Ms. Sahanashree K.S.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **22.04.2019** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.1,87,200/- per annum, (One Lakh Eighty Seven Thousand Two Hundred per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues from you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

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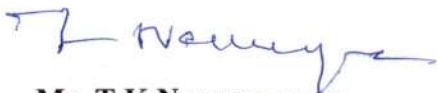
11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

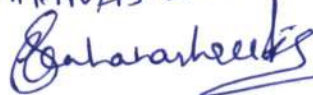
This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

SAHANASHREE K.S


(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 06.05.2019

To,

Mrs. Seba T Jiso Thomas

Thakidiyil House,
Vadaseerikara PO,
Pathamthitta Dist.
Kerala - 689662

Dear **Mrs. Seba T Jiso Thomas**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **06.05.2019** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
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3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.2,58,000/- per annum, (Two Lakh Fifty Eight Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

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11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

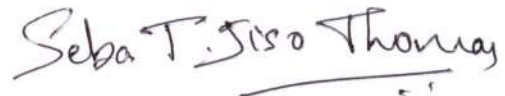
This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 30.05.2019

To,

Dr. Litty Babu

No.678, 9 B Cross, Mokshamarga,
Siddharthanagar,
Mysore - 570011

Dear Dr. Litty Babu

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **30.05.2019** and on such date you are required to furnish the following documents to the Institute.
 - vii. Photocopies of Professional Qualifications.
 - viii. Photocopy of relieving letter from the last employer.
 - ix. Experience certificate.
 - x. Proof of age.
 - xi. Proof of address.
 - xii. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

No. 149, Padmashree Campus, Kommaghatta, Sulikere, Kengeri,
Bangalore - 560060, Karnataka, India

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.3,60,000/- per annum, (Three Lakh Sixty Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences



Mr. T K Narayanappa
Managing Trustee

Employee
LITTY BABU



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 27.09.2018

To,

Dr. Prasanna Byahatti

No.370, Mahaveer Willow Apartments
Behind church, Kengeri Upanagar
Bangalore-560060.

Dear **Dr. Prasanna Byahatti**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **27.09.2018** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

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Bangalore - 560060, Karnataka, India

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.
7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
9. **Salary:** Your total cost to the Institute is Rs.5,64,000/- per annum, (Five Lakh Sixty Four Thousand per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues from you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

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11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

Prasanna Byahatti
Rbyahatti
(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 19.02.2019

To,
Mrs. G Mukthayakka
Bangalore.

Dear **Mrs. G Mukthayakka**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **19.02.2019** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 4,04,808/- per annum, (Four Lakh Four Thousand Eight Hundred and Eight per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

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11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 19.06.2019

To,

Mr. Akshay G.M.
No.30, Pranava,
19th C Cross, 15th Main,
Padmanabanagar,
Bangalore – 560061

Dear Mr. Akshay G.M.

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **19.06.2019** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.2,58,000/- per annum, (Two Lakh Fifty Eight Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

AKSHAY G M



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 15.07.2019

To,

Dr. G. Dhanalakshmi

No 7, 1st main road, 8th cross,

Rajarajeswari layout,

Nagadevanahalli,

Bangalore 560056.

Email: dhanu@gmail.com

Mobile no: 9444678608

Dear Dr. G. Dhanalakshmi

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from 15.07.2019 and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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Bangalore - 560060, Karnataka, India**

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.3,60,000/- per annum, (Three Lakh Sixty Thousand Per Annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee

Dr. DHANALAKSHMI G.

G. [Signature] 15/07/2019

[Signature]

Mr. T K Narayanappa
Managing Trustee

(Name & Signature with Date)

[Signature]

Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 19.08.2019

To,

Ms. Chaitra H.M.

#5371/ Hasbavi Circle,

Davangere District,

Pin code -577001

Ph: 8197083092

E-Mail: chaituhasbavi@gmail.com

Dear **Ms. Chaitra H.M.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **19.08.2019** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

No. 149, Padmashree Campus, Kommaghatta, Sulikere, Kengeri,
Bangalore - 560060, Karnataka, India

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore - 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.2,76,000/- per annum, (Two Lakh Seventy Six Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee

CHAITRA . H M



Mr. T K Narayanappa
Managing Trustee

(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 27.01.2020

To,

Mrs. Komala devi K. C.

No.196, EWS, 5th A main,

7th cross, K.S.Town,

Bangalore - 560060.

Email: komalavijay17@gmail.com

Mobile no: 9980291233

Dear **Mrs. Komala devi K.C.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

- 1. Position & Grade:** Assistant Professor
- 2. Documents to be Submitted:** The appointment is with effect from 27.01.2020 and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.2,58,000/- per annum, (Two Lakh Fifty Eight Thousand Per Annum).. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

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12. **Acceptance:** If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 27.01.2020

To,

Ms. Sahana P.R.

No.913, 7th Main,
11th Cross, 3rd stage,
Gokulam, Mysore.

Dear Ms. Sahana P.R.

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **27.01.2020** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.2,58,000 per annum, (Two Lakh Fifty Eight Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

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12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee

SAHANA. P R



(Name & Signature with Date)



Mr. T K Narayanappa
Managing Trustee



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 14.10.2019

To,
Dr. Monalisa Ramesh Gaikwad
Bangalore.

Dear **Dr. Monalisa Ramesh Gaikwad**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

- 1. Position & Grade:** Assistant Professor
- 2. Documents to be Submitted:** The appointment is with effect from **14.10.2019** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 3,00,000/- per annum, (Three Lakh per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

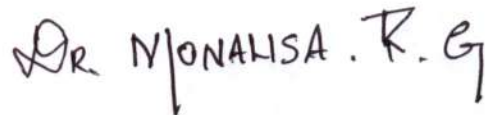
This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 01.02.2020

To,

Mr. Narahari Prasad R.

No.4, 1st main, Kalyana Mantapa road,
Mathikere,
Bangalore-560054.

Dear **Mr. Narahari Prasad R.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **01.02.2020** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 2,56,800/- per annum, (Two Lakh Fifty Six Thousand Eight Hundred per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



**Mr. T K Narayanappa
Managing Trustee**

Narahari Prasad. R



(Name & Signature with Date)



**Dr. Anuradha M.
Principal**



OFFER OF APPOINTMENT

Date: 15.08.2019

To,

Dr. Sowmya Rajaekhar

#13."Bhaswara",4th cross,
Central excise layout, Vijayanagar,
Bangalore-560 040
Ph: 9945007098
E-mail: sowmyarajashekar@yahoo.in

Dear **Dr. Sowmya Rajaekhar**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **15.08.2019** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

**No. 149, Padmashree Campus, Kommaghatta, Sulikere, Kengeri,
Bangalore - 560060, Karnataka, India**

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 2,04,000/- per annum, (Two Lakh Four Thousand per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues from you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee


(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 01.08.2019

To,

Dr. Raghunath M.R.

No.188, 11 Main, 4 Cross,
Hanumanthnagar,
Bangalore-560019

Dear **Dr. Raghunath M.R.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **01.08.2019** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 2,04,000/- per annum, (Two Lakh Four Thousand per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

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11. **Representations:** All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. **Acceptance:** If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

Dr. RAGHUNATH MR

(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 19.12.2019

To,

Dr. Muhib Jahan

No.302, Ranganatha Regency,
Annapoorneshwarinagar,
Bangalore - 560091

Dear **Dr. Muhib Jahan**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **19.12.2019** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 4,20,000/- per annum, (Four Lakh Twenty Thousand per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

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12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 26.02.2020

To,

Dr. Sunita Vivek

No.91, Akshara, 2nd Main,
6th cross, Kengeri Satellite town,
Bangalore 560060.

Email: sunitavivek@yahoo.co.in

Mobile no: 9844834465

Dear Dr. Sunita Vivek

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

- 1. Position & Grade:** Assistant Professor
- 2. Documents to be Submitted:** The appointment is with effect from 26.02.2020 and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore - 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.3,00,000/- per annum, (Three Lakh Per Annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 18.01.2021

To,

Ms. Yashodha C.
Adakamaranahalli,
Dasanapura Hobli,
Makali post,
Bangalore - 562123

Dear **Ms. Yashodha C.**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **18.01.2021** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 2,40,000/- per annum, (Two Lakh Forty Thousand per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues from you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as

per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

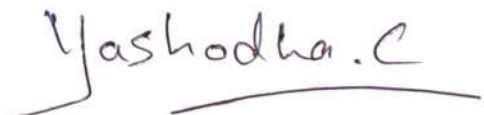
This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee


(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 05.03.2021

To,

Ms. Divya Shree B.R.

No.139, 1st floor, Balajinagara,

Uttarahalli main road,

Bangalore-560061.

Ph: 7483484486

E-Mail: shreedivya2127@gmail.com

Dear Ms. Divya Shree B.R.

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from **05.03.2021** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute

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Bangalore - 560060, Karnataka, India

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reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.2,58,000/- per annum, (Two Lakh Fifty Eight Thousand per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

13. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

DIVYA SHREE B.R



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 15.04.2021

To,
Dr. Saraswathi
Bangalore.

Dear **Dr. Saraswathi**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. Position & Grade: Assistant Professor

2. Documents to be Submitted: The appointment is with effect from **15.04.2021** and on such date you are required to furnish the following documents to the Institute.

- i. Photocopies of Professional Qualifications.
- ii. Photocopy of relieving letter from the last employer.
- iii. Experience certificate.
- iv. Proof of age.
- v. Proof of address.
- vi. 5 passport size photographs.

3. Commencement of Employment: Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.

4. Probation: You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 3,00,000/- per annum, (Three Lakh per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 24.07.2021

To,
Ms. SHEETHAL H V
Keshavnagar, Sira
Tumkur District
Karnataka - 572137
Ph: 9902036932
E-mail: hvsheethal9@gmail.com

Dear **Ms. SHEETHAL H V**,

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as follows:

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be submitted:** The appointment is with effect from 02.08.2021, and on such date you are required to furnish the following documents to the Institute.
 - a) Photocopies of Professional Qualifications.
 - b) Photocopy of relieving letter from the last employer.
 - c) Experience certificate.
 - d) Proof of age.
 - e) Proof of address.
 - f) 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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Confirmation: On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the letter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty days' notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

1. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff is suggested to avoid T- Shirts and jeans and female staff should avoid Jeans and sleeveless salwars.

2. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

3. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, and Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

4. **Salary:** Your total cost to the Institute is Rs. 2,58,000/- per annum, (Two lakh fifty eight thousand per annum) the remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues from you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

9. Leave Policies:

- CL - Casual Leave - 18 days / Year
- ML - Medical Leave - 6 days / Year
- AL - Annual Leave - 10 days/Year (after completion of one year in the College)
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

14. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

15. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms here in above and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences



Mr. T K Narayanappa
Managing Trustee

Employee

SHEETHAL MV
Sheetal H.V

(Name & Signature with Date)





OFFER OF APPOINTMENT

Date: 24.07.2021

To,

Ms. SUMA

#2980, 13th A main road,

RPC layout, Attiguppe,

Vijayanagar,

Bangalore-560 057

Ph: 8151824318, 7892450242

E-mail: sumahksuma@gmail.com

Dear **Ms. SUMA**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as follows:

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be submitted:** The appointment is with effect from 02.08.2021, and on such date you are required to furnish the following documents to the Institute.
 - a) Photocopies of Professional Qualifications.
 - b) Photocopy of relieving letter from the last employer.
 - c) Experience certificate.
 - d) Proof of age.
 - e) Proof of address.
 - f) 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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Confirmation: On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the letter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty days' notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

2. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff is suggested to avoid T- Shirts and jeans and female staff should avoid Jeans and sleeveless salwars.

3. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

4. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, and Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

5. **Salary:** Your total cost to the Institute is Rs. 2, 58,000/- per annum, (Two lakh fifty eight thousand per annum) the remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

9. Leave Policies:

- CL - Casual Leave - 18 days / Year
- ML - Medical Leave - 6 days / Year
- AL - Annual Leave - 10 days/Year (after completion of one year in the College)
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

18. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

19. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms here in above and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



**Mr. T K Narayanappa
Managing Trustee**



(Name & Signature with Date)





OFFER OF APPOINTMENT

Date: 01-09-2021

To

Dr. SRIHARSHA D.V

No.176, 2nd cross, Near Ganesha Temple,

Doddanekkundi,

Bangalore-560037

Ph: 9742884186/ 9036926766

E-mail: harshadvs.2011@gmail.com

Dear **Dr. SRIHARSHA D.V,**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as follows:

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

- 1. Position & Grade:** Assistant Professor
- 2. Documents to be submitted:** The appointment is with effect from 01.09.2021, and on such date you are required to furnish the following documents to the Institute.

Photocopies of Professional Qualifications.
Photocopy of relieving letter from the last employer.
Experience certificate.
Proof of age.
Proof of address.
5 passport size photographs.
- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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- a. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the letter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty days' notice on either side.
 - b. **Scope:** You will be required to devote all your working time to your employment with the Institute and shall not engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.
5. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff is suggested to avoid T- Shirts and jeans and female staff should avoid Jeans and sleeveless salwars.
6. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:
 - a. **Padmashree Institute of Management & Sciences**
 - b. **Kommaghatta Village, Kengeri Hobli,**
 - c. **Bangalore – 60**
 - d. **Person: Dr. Anuradha. M.**
7. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, and Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
8. **Salary:** Your total cost to the Institute is **Rs. 3,60,000/- per annum**, (Three lakh sixty thousand per annum) the remuneration shall be constituted under.
Basic monthly salary
Dearness Allowance
House Rent Allowance (paid only if not provided with accommodation)
 - a. **Deduction:** The institute shall be entitled to deduct from the above, the following amounts:
 - b. **Income Tax**, at the rates applicable on your remuneration
 - c. **Employment/ Professional tax**
9. **All other dues form you to the institute such as loans and advances given to you.**
 - a. **Expenses:** All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

CL - Casual Leave - 18 days / Year

ML - Medical Leave - 6 days / Year

AL - Annual Leave -10 days/Year (after completion of one year in the College)

OD - On duty leave for the official purpose as and when required.

Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. **Representations:** All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. **Acceptance:** If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms here in above and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

Dr. SRIHARSHA D.V
Sriharsha D.V
(Name & Signature with Date)



Dr Anuradha M
Principal



OFFER OF APPOINTMENT

Date: 08.11.2021

To,

Ms. Susanna V

Augustine colony,

Kollegal, Chamarajnagar (Dist).

Ph: 9880677417

E-mail: susannav59@gmail.com

Dear **Ms. Susanna V**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from 08.11.2021 and on such date you are required to furnish the following documents to the Institute.
 - vii. Photocopies of Professional Qualifications.
 - viii. Photocopy of relieving letter from the last employer.
 - ix. Experience certificate.
 - x. Proof of age.
 - xi. Proof of address.
 - xii. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

PADMASHREE INSTITUTE OF MANAGEMENT & SCIENCES

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Bangalore - 560060, Karnataka, India**

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.2,58,000/- per annum, (Two Lakh Fifty Eight Thousand Per Annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Susanna ✓
25/08/11/21

Mr. T K Narayanappa
Managing Trustee

(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 08.11.2021

To,
Ms. Alice Preethi K.
Ph: 9481361963
Email: alice.preethi29@gmail.com

Dear Ms. Alice Preethi K.

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

- 1. Position & Grade:** Assistant Professor
- 2. Documents to be Submitted:** The appointment is with effect from 08.11.2021 and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.3,00,000/- per annum, (Three Lakh Per Annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee


(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 08.11.2021

To,

Ms. G Nuthana Grace

H. No. 9/1850 – A, Shanthi nagar,

Yammiganur, Kurnool,

Andhra Pradesh – 518360.

Ph: 8861248875

E-mail: nuthanagrace@gmail.com

Dear **Ms. G Nuthana Grace**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be Submitted:** The appointment is with effect from 08.11.2021 and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.3,60,000/- per annum, (Three Lakh Sixty Thousand Per Annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

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11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

13. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

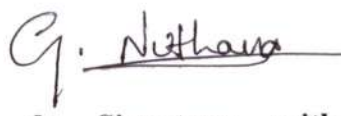
This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 08.11.2021

To,

Ms. Rani Sadashiv Byadagi

Ph:8152044178

E-mail: ranibyadagi22@gmail.com

Dear **Ms. Rani Sadashiv Byadagi**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

- 1. Position & Grade:** Assistant Professor
- 2. Documents to be Submitted:** The appointment is with effect from 08.11.2021 and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.
- 5. Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue

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of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs.2,58,000/- per annum, (Two Lakh Fifty Eight Thousand Per Annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate

Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

RANI SADASHIV. BYADAGI


(Name & Signature with Date) 25/04/23



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 01-01-2022

To

Dr. NAGAMANI J E

Flat MA 1803, Park west apartment,
Binnypet, Bangalore – 560 023.

Ph: 9945994058

E-mail: jenagamani@gmail.com

Dear **Dr. NAGAMANI J E**,

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Adjunct Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as follows:

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

- 1. Position & Grade:** Adjunct Professor
- 2. Documents to be submitted:** The appointment is with effect from 05.01.2022, and on such date you are required to furnish the following documents to the Institute.

Photocopies of Professional Qualifications.
Photocopy of relieving letter from the last employer.
Experience certificate.
Proof of age.
Proof of address.
5 passport size photographs.
- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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- a. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the letter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty days' notice on either side.
 - b. **Scope:** You will be required to devote all your working time to your employment with the Institute and shall not engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.
5. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff is suggested to avoid T- Shirts and jeans and female staff should avoid Jeans and sleeveless salwars.
6. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.
7. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, and Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
8. **Salary:** Your total cost to the Institute is **Rs. 3,60,000/- per annum**, (Three lakh sixty thousand per annum) the remuneration shall be constituted under.

Basic monthly salary
Dearness Allowance
House Rent Allowance (paid only if not provided with accommodation)

 - a. **Deduction:** The institute shall be entitled to deduct from the above, the following amounts:
 - b. **Income Tax**, at the rates applicable on your remuneration
 - c. **Employment/ Professional tax**
9. **All other dues from you to the institute such as loans and advances given to you.**
 - a. **Expenses:** All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

CL - Casual Leave - 18 days / Year

ML - Medical Leave - 6 days / Year

AL - Annual Leave -10 days/Year (after completion of one year in the College)

OD - On duty leave for the official purpose as and when required.

Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.


11. **Representations:** All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. **Acceptance:** If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms here in above and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.


This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)
Dr. Nagamani, J.E



Dr Anuradha M
Principal



OFFER OF APPOINTMENT

Date: 16-03-2022

To

Ms. Hemalatha J

#1205, 2nd Main, Vijayanagar

Bangalore-560040

Ph: 6360793377

E-mail: hemalathaj24@gmail.com

Dear **Hemalatha J**,

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as **Assistant Professor** at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as follows:

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. Position & Grade: Assistant Professor

- 2. Documents to be submitted:** The appointment is with effect from 16.03.2022, and on such date you are required to furnish the following documents to the Institute.

Photocopies of Professional Qualifications.

Photocopy of relieving letter from the last employer.

Experience certificate.

Proof of age.

Proof of address.

5 passport size photographs.

- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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- a. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the letter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty days' notice on either side.
 - b. **Scope:** You will be required to devote all your working time to your employment with the Institute and shall not engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.
5. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff is suggested to avoid T- Shirts and jeans and female staff should avoid Jeans and sleeveless salwars.
6. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:
- Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**
7. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, and Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
8. **Salary:** Your total cost to the Institute is **Rs. 3,00,000/- per annum**, (Three lakh per annum). Your consolidated Salary is Rs.25,000/- per month till Ph.D award. After the award of degree your consolidated Salary is **Rs.30,000/-** per month for 12 months. Performance will be reviewed after 12 months of hike in salary and will be recommended for increment under.
- Basic monthly salary
Dearness Allowance
House Rent Allowance (paid only if not provided with accommodation)
- a. **Deduction:** The institute shall be entitled to deduct from the above, the following amounts:
 - b. **Income Tax**, at the rates applicable on your remuneration
 - c. **Employment/ Professional tax**
9. **All other dues form you to the institute such as loans and advances given to you.**
- a. **Expenses:** All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

CL - Casual Leave - 18 days / Year

ML - Medical Leave - 6 days / Year

AL - Annual Leave - 10 days/Year (after completion of one year in the College)

OD - On duty leave for the official purpose as and when required.

Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. **Representations:** All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. **Acceptance:** If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms here in above and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

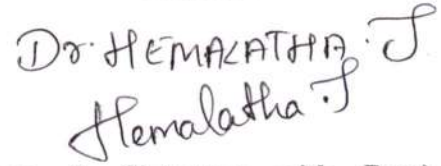
This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr Anuradha M
Principal



OFFER OF APPOINTMENT

Date: 21-03-2022

To

Mrs. Prabhavati S Erimani
#1485, 11th A cross, Nagapura,
Mahalakshampuram,
Bangalore-86
Ph: 9986580144
E-mail: pserimani.81@gmail.com

Dear **Prabhavati S Erimani**,

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as **Assistant Professor** at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as follows:

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. Position & Grade: Assistant Professor

2. Documents to be submitted: The appointment is with effect from 21.03.2022, and on such date you are required to furnish the following documents to the Institute.

Photocopies of Professional Qualifications.
Photocopy of relieving letter from the last employer.
Experience certificate.
Proof of age.
Proof of address.
5 passport size photographs.

3. Commencement of Employment: Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.

4. Probation: You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

a. Confirmation: On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only

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upon the issue of confirmation letter and from the date given in the letter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty days' notice on either side.

- b. **Scope:** You will be required to devote all your working time to your employment with the Institute and shall not engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.
5. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff is suggested to avoid T- Shirts and jeans and female staff should avoid Jeans and sleeveless salwars.
6. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.
7. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, and Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
8. **Salary:** Your total cost to the Institute is **Rs. 3,00,000/- per annum**, (Three lakh per annum). Your consolidated Salary is **Rs.25,000/- per month**. After 12 months of hike performance will be reviewed and recommended for further increase under.

Basic monthly salary
Dearness Allowance
House Rent Allowance (paid only if not provided with accommodation)

 - a. **Deduction:** The institute shall be entitled to deduct from the above, the following amounts:
 - b. **Income Tax**, at the rates applicable on your remuneration
 - c. **Employment/ Professional tax**
9. **All other dues form you to the institute such as loans and advances given to you.**
 - a. **Expenses:** All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

CL - Casual Leave - 18 days / Year

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AL - Annual Leave -10 days/Year (after completion of one year in the College)

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Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

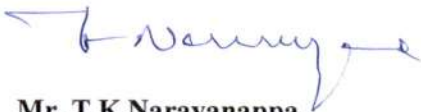
11. **Representations:** All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. **Acceptance:** If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms here in above and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

Prabharati S. Esimani



(Name & Signature with Date)



Dr Anuradha M
Principal



OFFER OF APPOINTMENT

Date: 18-04-2022

To

Mrs. Deepa J M

No.9/1, New Income tax layout,

Jyothinagar, Chandralayout,

Nagarbhavi, Bangalore.

Ph: 8892453542

E-mail: deepa4everr@gmail.com

Dear **Deepa J M**,

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as **Assistant Professor** at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as follows:

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. Position & Grade: Assistant Professor

2. Documents to be submitted: The appointment is with effect from **18.04.2022**, and on such date you are required to furnish the following documents to the Institute.

- Photocopies of Professional Qualifications.
- Photocopy of relieving letter from the last employer.
- Experience certificate.
- Proof of age.
- Proof of address.
- 5 passport size photographs.

3. Commencement of Employment: Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.

4. Probation: You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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- a. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the letter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty days' notice on either side.
 - b. **Scope:** You will be required to devote all your working time to your employment with the Institute and shall not engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.
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6. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:
Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.
7. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, and Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
8. **Salary:** Your total cost to the Institute is **Rs. 2,58,000/- per annum**, (Two lakh Fifty Eight thousand per annum). Your consolidated Salary is **Rs.21,500/- per month**. After 12 months of hike performance will be reviewed and recommended for further increase under.
Basic monthly salary
Dearness Allowance
House Rent Allowance (paid only if not provided with accommodation)
 - a. **Deduction:** The institute shall be entitled to deduct from the above, the following amounts:
 - b. **Income Tax**, at the rates applicable on your remuneration
 - c. **Employment/ Professional tax**
9. **All other dues form you to the institute such as loans and advances given to you.**
 - a. **Expenses:** All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

CL - Casual Leave - 18 days / Year

ML - Medical Leave - 6 days / Year

AL - Annual Leave - 10 days/Year (after completion of one year in the College)

OD - On duty leave for the official purpose as and when required.

Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

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12. **Acceptance:** If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms here in above and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

DEEPA.J.M. Deepa.J.M. 18/04/2022
(Name & Signature with Date)



Dr. Anuradha. M
Principal
Padmashree Institute of
Management & Sciences



OFFER OF APPOINTMENT

Date: 02-05-2022

To

Ms. Gajula Saipriya

Ph: 7702737877

E-mail: saipriya97.gajula@gmail.com

Dear **Gajula Saipriya,**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as **Assistant Professor** at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as follows:

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. Position & Grade: Assistant Professor

- 2. Documents to be submitted:** The appointment is with effect from **02.05.2022**, and on such date you are required to furnish the following documents to the Institute.

Photocopies of Professional Qualifications.
Photocopy of relieving letter from the last employer.
Experience certificate.
Proof of age.
Proof of address.
5 passport size photographs.

- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.

- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

- a. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only

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upon the issue of confirmation letter and from the date given in the letter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty days' notice on either side.

- b. **Scope:** You will be required to devote all your working time to your employment with the Institute and shall not engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.
5. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff is suggested to avoid T- Shirts and jeans and female staff should avoid Jeans and sleeveless salwars.
6. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.
7. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, and Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
8. **Salary:** Your total cost to the Institute is **Rs. 2,58,000/- per annum**, (Two lakh Fifty Eight thousand per annum). Your consolidated Salary is **Rs.21,500/- per month**. After 12 months of hike performance will be reviewed and recommended for further increase under.

Basic monthly salary
Dearness Allowance
House Rent Allowance (paid only if not provided with accommodation)

 - a. **Deduction:** The institute shall be entitled to deduct from the above, the following amounts:
 - b. **Income Tax**, at the rates applicable on your remuneration
 - c. **Employment/ Professional tax**
9. **All other dues form you to the institute such as loans and advances given to you.**
 - a. **Expenses:** All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

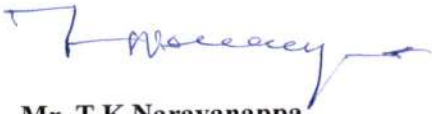
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AL - Annual Leave - 10 days/Year (after completion of one year in the College)
OD - On duty leave for the official purpose as and when required.
Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.
No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. **Representations:** All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.
12. **Acceptance:** If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms here in above and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.
This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee


(Name & Signature with Date)

Dr Anuradha M.

Principal



OFFER OF APPOINTMENT

Date: 06-06-2022

To

Dr Rashmi B S

D/o Somashekar B,
Opp. Primary health Centre,
Avaragolla, Davangere-577589
Ph: 8904866446

Dear **Rashmi B S,**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as **Assistant Professor** at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as follows:

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. Position & Grade: Assistant Professor

2. Documents to be submitted: The appointment is with effect from **06.06.2022**, and on such date you are required to furnish the following documents to the Institute.

Photocopies of Professional Qualifications.
Photocopy of relieving letter from the last employer.
Experience certificate.
Proof of age.
Proof of address.
5 passport size photographs.

3. Commencement of Employment: Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.

4. Probation: You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

a. Confirmation: On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the letter, otherwise you

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will be deemed to be under probation. Your employment will be subject to termination by sixty days' notice on either side.

- b. **Scope:** You will be required to devote all your working time to your employment with the Institute and shall not engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.
5. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff is suggested to avoid T- Shirts and jeans and female staff should avoid Jeans and sleeveless salwars.
6. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.
7. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, and Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
8. **Salary:** Your total cost to the Institute is **Rs. 2,40,000/- per annum**, (Two lakh Forty thousand per annum). Your consolidated Salary is **Rs.20,000/- per month**. After 12 months of hike performance will be reviewed and recommended for further increase under.

Basic monthly salary
Dearness Allowance
House Rent Allowance (paid only if not provided with accommodation)

 - a. **Deduction:** The institute shall be entitled to deduct from the above, the following amounts:
 - b. **Income Tax**, at the rates applicable on your remuneration
 - c. **Employment/ Professional tax**
9. **All other dues form you to the institute such as loans and advances given to you.**
 - a. **Expenses:** All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

CL - Casual Leave - 18 days / Year

ML - Medical Leave - 6 days / Year

AL - Annual Leave -10 days/Year (after completion of one year in the College)

OD - On duty leave for the official purpose as and when required.

Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. **Representations:** All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. **Acceptance:** If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms here in above and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

Rashmi B.S.
DR. RASHMI B.S. 06/06/22
(Name & Signature with Date)



Principal



OFFER OF APPOINTMENT

Date: 13-06-2022

To

Mrs. Shanthala P

#79, 3rd fr, 6th cross, jagajyothi,
Mariyappanapalya, Jnana bharathi post
Bangalore – 560056
Ph: 9986666096

Dear **Shanthala P,**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as **Assistant Professor** at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as follows:

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

- 1. Position & Grade: Assistant Professor**
- 2. Documents to be submitted:** The appointment is with effect from **13.06.2022**, and on such date you are required to furnish the following documents to the Institute.

Photocopies of Professional Qualifications.
Photocopy of relieving letter from the last employer.
Experience certificate.
Proof of age.
Proof of address.
5 passport size photographs.

- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.
 - a. Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the letter, otherwise you

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will be deemed to be under probation. Your employment will be subject to termination by sixty days' notice on either side.

- b. **Scope:** You will be required to devote all your working time to your employment with the Institute and shall not engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.
5. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff is suggested to avoid T- Shirts and jeans and female staff should avoid Jeans and sleeveless salwars.
6. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.
7. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, and Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
8. **Salary:** Your total cost to the Institute is **Rs. 2,58,000/- per annum**, (Two lakh Fifty Eight thousand per annum). Your consolidated Salary is **Rs.21,500/- per month**. After 12 months of hike performance will be reviewed and recommended for further increase under.

Basic monthly salary
Dearness Allowance
House Rent Allowance (paid only if not provided with accommodation)

 - a. **Deduction:** The institute shall be entitled to deduct from the above, the following amounts:
 - b. **Income Tax**, at the rates applicable on your remuneration
 - c. **Employment/ Professional tax**
9. **All other dues form you to the institute such as loans and advances given to you.**
 - a. **Expenses:** All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

CL - Casual Leave - 18 days / Year

ML - Medical Leave - 6 days / Year

AL - Annual Leave -10 days/Year (after completion of one year in the College)

OD - On duty leave for the official purpose as and when required.

Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

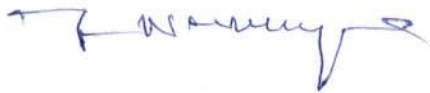
11. **Representations:** All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. **Acceptance:** If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms here in above and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

SHANTHALA.P

(Name & Signature with Date)



Principal



OFFER OF APPOINTMENT

Date: 25.10.2021

To,

Mr. Anand Guled

No.303, Sidhart apartment
Dam road, Hospet - 583201

Dear **Mr. Anand Guled**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

- 1. Position & Grade:** Assistant Professor
- 2. Documents to be Submitted:** The appointment is with effect from **25.10.2021** and on such date you are required to furnish the following documents to the Institute.
 - Photocopies of Professional Qualifications.
 - Photocopy of relieving letter from the last employer.
 - Experience certificate.
 - Proof of age.
 - Proof of address.
 - 5 passport size photographs.
- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 4,80,000/- per annum, (Four Lakh Eighty Thousand per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

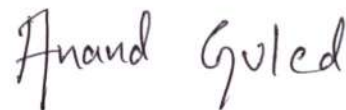
This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 07.01.2022

To,

Dr. Raghunath N

Ph: 9740206965

E-mail: neurorag@gmail.com

Dear **Dr. Raghunath N**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Associate Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as under.

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Associate Professor
2. **Documents to be Submitted:** The appointment is with effect from **07.01.2022** and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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Bangalore - 560060, Karnataka, India

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 2,40,000/- per annum, (Two Lakh Forty Thousand per annum). The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues from you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as

per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

Dr. RAGHUNATH N

(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 11.07.2018

To,
Dr. Harish G
Bangalore

Dear **Dr. Harish G**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as follows:

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

1. **Position & Grade:** Assistant Professor
2. **Documents to be submitted:** The appointment is with effect from 11.07.2018, and on such date you are required to furnish the following documents to the Institute.
 - i. Photocopies of Professional Qualifications.
 - ii. Photocopy of relieving letter from the last employer.
 - iii. Experience certificate.
 - iv. Proof of age.
 - v. Proof of address.
 - vi. 5 passport size photographs.
3. **Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
4. **Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 4,20,000/- per annum, (Four Lakh Twenty Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under:

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

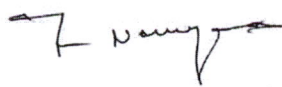
11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

Harish G.

(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 11.10.2021

To,

Dr. Mallikarjuna Gowda K G

Flat no. 309, Multi Diamond Apartmant, 6th cross

6th cross, Balaji layout,

Near GR Kalyanamantapa, Hebbal ring road,

Bengaluru – 560 094

Ph: 9901606565

E-mail: mallikarjunagowda367@gmail.com

Dear Dr. Mallikarjuna Gowda K G

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as follows:

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

- 1. Position & Grade:** Assistant Professor
- 2. Documents to be submitted:** The appointment is with effect from 11.10.2021, and on such date you are required to furnish the following documents to the Institute.
 - a) Photocopies of Professional Qualifications.
 - b) Photocopy of relieving letter from the last employer.
 - c) Experience certificate.
 - d) Proof of age.
 - e) Proof of address.
 - f) 5 passport size photographs.
- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

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**Affiliated to Bangalore University, Recognised by Government of Karnataka, Recognised by UGC
under section 2(f) and 12(B), Accredited by NAAC 'B' Grade**

5. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the latter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty day's notice on either side.

Scope: You will be required to devote all your working time to your employment with the Institute and shall not, engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.

6. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff are suggested to avoid T- Shirts and jeans and female staff may avoid Jeans and sleeveless churidars.

7. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:

**Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.**

8. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.

9. **Salary:** Your total cost to the Institute is Rs. 4,20,000/- per annum, (Four Lakh Twenty Thousand per annum), commencement of the employment by a schedule to be incorporated with letter of appointment or an agreement of employment. The remuneration shall be constituted under.

- **Basic monthly salary**
- **Dearness Allowance**
- **House Rent Allowance (paid only if not provided with accommodation)**

Deduction: The institute shall be entitled to deduct from the above, the following amounts:

- **Income Tax, at the rates applicable on your remuneration**
- **Employment/ Professional tax**
- **All other dues form you to the institute such as loans and advances given to you.**

Expenses: All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

- CL - Casual Leave - 12 days / Year
- ML - Medical Leave - 6 days / Year
- OD - On duty leave for the official purpose as and when required.
- Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

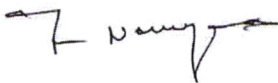
11. Representations: All materials produced or acquired under the terms of this agreement, Paper Publications, written, graphic, film magnetic tape or otherwise shall remain property of the Institute. The Institute retains exclusive rights to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this agreement or the execution of its other provisions.

12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms hereinabove and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.

This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee

DR. MALLIKARJUNA GOWDA

(Name & Signature with Date)



Dr. Anuradha M.
Principal



OFFER OF APPOINTMENT

Date: 01-01-2022

To
Dr. NIDA UME SALMA
No.G.04, VSDL Cresent Apartment,
Yeshwanthpur.
Bangalore-560022
Ph: 9886924127
E-mail: nida.ume.salma@gmail.com

Dear **Dr. NIDA UME SALMA,**

Pursuant to the discussion we had with you, we are glad to offer you that, you are appointed as Assistant Professor at Padmashree Institute of Management & sciences, Bangalore. The terms and conditions laid out here are as follows:

We look forward to a long and meaningful association with you and strongly believe that you have the necessary skills required to be a part of Padmashree Institute of Management & Sciences.

- 1. Position & Grade:** Assistant Professor
- 2. Documents to be submitted:** The appointment is with effect from 03.01.2022, and on such date you are required to furnish the following documents to the Institute.

Photocopies of Professional Qualifications.
Photocopy of relieving letter from the last employer.
Experience certificate.
Proof of age.
Proof of address.
5 passport size photographs.

- 3. Commencement of Employment:** Your employment with the Institute shall be deemed to have commenced on the reporting day and shall continue unless terminated earlier by the Institute. Once your services are confirmed after probationary period, your employment will continue until management decides to terminate.
- 4. Probation:** You will be on probation for a period of 12 months from the effective date of joining and the same may be extended or waived, at the sole direction of the Institute. Your performance will be reviewed after 12 months from the date of your joining. The Institute reserves the right to terminate your services without notice or compensation, should you fail to satisfy the Institute's requirements.

- a. **Confirmation:** On successful completion of probation or any extension thereof, you may be confirmed in the services of the Institute. Confirmation shall take effect only upon the issue of confirmation letter and from the date given in the letter, otherwise you will be deemed to be under probation. Your employment will be subject to termination by sixty days' notice on either side.
 - b. **Scope:** You will be required to devote all your working time to your employment with the Institute and shall not engage in other employment or business, without the written consent of the principal which would prevent you from devoting all or part of your working time and resources to your duties to the Institute notwithstanding whether the same is with or without consideration. Additional inter-college duties will be confined within the total work hours assigned as per the position and therefore no additional remuneration will be paid for the same. Since, your duties include academic support to students, class co-ordination and other academic preparations during off-teaching hours.
5. **Dress code:** Even though a strict dress code is not imposed upon the teaching staff, you are required to wear wardrobes which could maintain the dignity of the profession. Male staff is suggested to avoid T- Shirts and jeans and female staff should avoid Jeans and sleeveless salwars.
6. **Reporting date & Location:** On the date of appointment you shall report the following location to the person identified herein below:
Padmashree Institute of Management & Sciences
Kommaghatta Village, Kengeri Hobli,
Bangalore – 60
Person: Dr. Anuradha. M.
7. **Location of employment:** The appointment and location of employment will be at Padmashree Institute of Management & Sciences, Kommaghatta Village, Kengeri Hobli, and Bangalore-60 and thereafter, may be at location as may be identified and notified by the Institute from time to time. The Institute reserves the right to require the employee to relocate and alter the place of work to other location as the Institute may deem fit and necessary for the effective performance of duties.
8. **Salary:** Your total cost to the Institute is **Rs. 3,60,000/- per annum**, (Three lakh sixty thousand per annum) the remuneration shall be constituted under.
Basic monthly salary
Dearness Allowance
House Rent Allowance (paid only if not provided with accommodation)
 - a. **Deduction:** The institute shall be entitled to deduct from the above, the following amounts:
 - b. **Income Tax**, at the rates applicable on your remuneration
 - c. **Employment/ Professional tax**
9. **All other dues form you to the institute such as loans and advances given to you.**
 - a. **Expenses:** All expenses incurred by you on behalf of the Institute as authorized, in connection with your duties under your Employment agreement, will be reimbursed to you as per the eligibility indicated in the policy, and on your presenting appropriate Bills/voucher/documents as per the accounting policies of the Institute. Further, all expenses incurred by the Institute for personal expenses shall be reimbursed by you or the Institute shall be entitled to deduct the same from the remuneration payable to you.

10. Leave Policies:

CL - Casual Leave - 18 days / Year

ML - Medical Leave - 6 days / Year

AL - Annual Leave - 10 days/Year (after completion of one year in the College)

OD - On duty leave for the official purpose as and when required.

Maternity leave - 30 days (with pay) after completion of one year in the college.

All leaves stated above are applicable for the current year (January – December) and hence cannot be carried over to the next year. The leave cannot be reimbursed.

No advance CL/AL is permitted. AL can be availed during the vacation of the students.

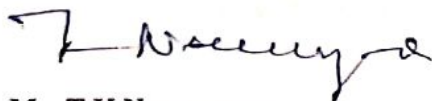
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12. Acceptance: If the above terms and conditions proposed are acceptable to you, you are requested to affix your signature, with the date marked on it signifying your acceptance of the terms here in above and return the same within 3 (three) working days of receipt of this letter or offer of employment renewal with the Institute.


This offer reflects our belief that you have the ability, commitment and desire to grow with the Institute. We hope you will enjoy making your very own special contribution to the continued success of the Institute.

For Padmashree Institute of Management & Sciences

Employee



Mr. T K Narayanappa
Managing Trustee



(Name & Signature with Date)



Dr Anuradha M
Principal