



**RAMAIAH
UNIVERSITY**
OF APPLIED SCIENCES

University House
New BEL Road
MSR Nagar
Bangalore-560 054

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197

REF/MSRUAS/EXPL/22-23

Date: October 25, 2023

To Whomsoever It May Concern

This is to certify that, Dr Sujatha S is working as a Professor in Department of Oral Medicine & Radiology , Faculty of Dental Sciences at our University since August 01, 2014 to till date.

As per the records available at this office her Total Experience as on July 31, 2023 is 24.20 years details of which are as follows: -

Sl No.	Organization	From	To	Total Experience
1	M. S Ramaiah University of Applied Sciences	01/08/2014	31/07/2023	9.00
2	M.S.Ramaiah Dental College & Hospital	21/01/2000	31/07/2014	14.54
3	Dr Shyamala Reddy Dental College	01/05/1999	20/01/2000	0.66
	Total Experience			24.20

For Ramaiah University of Applied Sciences



Dr. G.S. Venkatesh
Registrar

Registrar
M.S.Ramaiah University of Applied Sciences
Bangalore - 560 054



M. S. Ramaiah University of Applied Sciences

Private University Estd. in Karnataka State by Act No. 15 of 2013

25th July 2014

Dr. Sujatha S

Professor

M. S. Ramaiah College of Dental Sciences

Dear Dr. Sujatha S,

Sub: Contract of Employment

We are pleased to inform you that subsequent to the constitution of M. S. Ramaiah University of Applied Sciences under M. S. Ramaiah University of Applied Sciences Act, 2012, [hereinafter referred to as "University"] your services are being taken over by the University effective 1st August, 2014 upon your relinquishment of services with M. S. Ramaiah College of Dental Sciences as of 31st July, 2014, on the basis that your services have not been interrupted and on the terms and conditions laid down in this contract.

We extend a warm welcome to you and trust that you will continue to extend your cooperation and support in our efforts to be the premier university, of choice, in Asia for student-centric, professional education and services with a strong focus on applied research while maintaining the highest academic and ethical standards of the University.

Your services are being taken on the following terms & conditions.

1. The University hereby employs you as follows:

- | | |
|---------------------|---------------------------------|
| a) Designation | : Professor |
| b) Faculty | : Dental Sciences |
| c) Category | : Academic – Teaching |
| d) University Grade | : P5 |
| e) Scale of Pay | : Rs. 37400-67000+AGP Rs. 10000 |
- and the breakup of the monthly salary is as follows:

- | | |
|---------------------------|----------------|
| i. Basic Pay | : Rs. 60948 ✓ |
| ii. Dearness Allowance | : Rs. 60948 ✓ |
| iii. House Rent Allowance | : Rs. 15237 ✓ |
| iv. Monthly Gross Salary | : Rs. 137133 ✓ |

2. Other Entitlements:

You shall be entitled to the following additional benefits:

- Contributory Provident Fund and Gratuity.
- You shall also be eligible, subject to admissibility, to participate in any health, disability, group employee insurance cover and other such plans that the University may have in effect.


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M.S. Ramaiah University of Applied Sciences
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- iii. Reimbursement of business travel and other out-of-pocket expenses reasonably incurred and directly related to the performance of your services pursuant to your employment. All reimbursable expenses shall be appropriately documented, detailed and supported with original receipts and shall be submitted in a format and manner consistent with the University's expense reporting policies.
- iv. You will also be entitled for Leave and holidays as per the policy of the University currently in force and as amended from time to time.
- v. Any other benefit as may be set out in the Employment Regulations from time to time.
- vi. All the above benefits shall be governed by the appropriate Rules and Regulations set out by the Government of India and/or the University as appropriate and as may be revised from time to time.

3. Deductions:

- i. The above amounts payable to you are subject to Income Tax Deduction at Source under the Income Tax Act, 1981 and other statutory deductions in accordance with the laws then prevailing.
- ii. The University may deduct from your pay, and from any other sums due to you, such sums that you may owe to the University, including, without limitation, any overpayment or loans and advances made to you by the University.

4. Payment of Salary:

Your net salary is payable, monthly, in arrears by direct electronic funds transfer to your bank account between the 1st and 5th day of the following month. The University reserves the right to vary this procedure at its option. However, any such variance will be communicated to you in advance.

5. Salary Revision/Promotion:

Salary revision and promotion are subject to satisfactory performance and achieving performance targets as set by the University.

6. You shall have responsibilities, duties and the authority commensurate with your position.

7. You will be issued a Job Description that will reflect your duties and responsibilities.

8. The University reserves the right at any time to assign duties of a different nature to you either in addition to or instead of those referred to Clause 1 above.

9. You have been appointed to a full-time position at the University and you are expected to devote your working time exclusively to the service of the University.

10. Hours of work:

- i. The hours of work during the workweek, Monday to Saturday, will be determined by the University from time to time and will be set out in the Employment Regulations.
- ii. The nature of your post is such that it is expected that you will respond to the operational requirements of the University in order to fulfill your duties in a professional manner. As a salaried staff member your actual working hours and working days (including working on public holidays) may vary with the University's requirements and will often be determined by the workflow, University commitments and the requirements of your superiors.


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Bangalore - 560 054

11. Holidays & Leave:

- i. The University holiday year runs from 1st January to 31st December each year.
- ii. Your entitlements to leaves are governed by the policy of the University and as set out in the Employment Regulations.

12. Transfer and Deputation:

Your employment is subject to transfer/deputation and can be effected entirely at the discretion of the University, employees are liable to be transferred/deputed at any time from one job/project/assignment or department or branch to another job or department or branch of the University whether existing or which may be established in future or to any other Institution or Office of the University located anywhere in the country. Refusal to accept transfer/deputation will be treated as misconduct.

13. Medical Fitness:

Your appointment is subject to your being found medically fit by the Certified Medical Officer. In case at any time during the course of your employment with us, it is found that you are not physically/mentally fit to discharge your duties efficiently on a continuing basis, the University may require you to undergo a medical examination to be performed by the University's Doctor or any other medical practitioner appointed by the University. If, as a result of such medical examination, you are found unfit, the University may either send you on compulsory leave for such period as advised by the Doctor or discharge you from the University's services without any compensation or notice period.

14. Code of Conduct and Disciplinary Matters:

You shall conduct yourself in a befitting manner and you hereby expressly confirm that you shall abide by the University's Code of Conduct, use of Information & Communication Technology (ICT) and other resources of the University as detailed in the Statutes and Regulations of the University.

15. Retirement

You will automatically retire, without any notice, on your reaching the age of 60 years. On retirement or earlier termination of this employment in any manner, you shall hand over all papers, documents and other property belonging to the University or which have been entrusted to you or received by you in the course of your employment with the University.

16. Termination:

- i. You may terminate the contract of employment by giving the University one month's notice in writing.
- ii. The University may terminate your contract by giving one month's notice in writing to you or by paying you a sum in lieu of notice, calculated using your last drawn monthly salary and prorated for such part of the notice period you did not serve.
- iii. In the event you seek to terminate your employment, the University shall have the right to terminate your employment with immediate effect and without making any payment.
- iv. The University will not adjust unused earned leave or any other kind of leave against Notice period.
- v. The University does not permit availing of leaves during Notice Period. However, if leaves are availed with due approval in view of extra ordinary circumstances, then the Notice Period will be extended by the number of days' leave availed during the Notice Period.


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17. Abandonment of Job

If you are absent for a continuing period of 8 consecutive working days without prior permission or sanction of leave or intimation and or overstaying beyond the leave originally granted or subsequently applied for but not granted, it will be presumed that you are no longer interested in continuing the employment with the University, thus, amounting to end of the contract of employment on account of your own act and the employment contract will automatically cease.

18. Discharge/Dismissal.

- a) The University may terminate your services forthwith without notice or any payment or salary in lieu of notice, in case:
- You are guilty of any misconduct or neglect in the discharge of your duties;
 - You commit a serious or persistent breach or for the non-observance of any conditions of your employment;
 - You are convicted of an indictable offence;
 - You knowingly or repeatedly act in excess of your powers or in contravention of the instructions of your Supervisor or University management;
 - You knowingly or repeatedly fail to perform your duties as set out herein;
 - You act with gross or repeated incompetence or negligence to the material detriment of the University and its affairs;
 - You grossly or repeatedly contravene any of the provisions of the Non-disclosure, Non Solicitation, Confidentiality, and Non-Compete Agreement in terms of Clause 20 hereof;
 - You provide any information that proves to be incorrect or you suppress any material information while seeking or continuing your employment.
 - On your being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.
- b) Upon termination of this contract, you will be obliged to immediately return to an authorized representative of the University all property belonging to the University and then in your possession, custody or control, including without limitation any materials, keys, phones, laptop, memoranda, correspondence, notes, records, sketches, plans, letterheads, visiting cards, copies or reproductions of other documents and information copied in any form whatsoever. If so requested you agree to provide the University a signed statement confirming that you have fully complied with this Clause.
- c) In the event of termination pursuant to Clause 18 the University shall not be obliged to make any payment to you save for the amount of salary and other benefits accrued up to the date of such termination. The University shall be entitled to deduct from such payment any sums owing to the University which deduction you hereby expressly authorize and consent.

19. Miscellaneous:

- a) Rules & Regulations:
Your employment with the University will be governed by the Rules & Regulations, Policies and Procedures of the University including the Disciplinary Statutes of the University currently in force, amended or modified by the University from time to time and also by the provisions of M. S. Ramaiah University of Applied Sciences Act, 2012.
- b) Governing Law and Jurisdiction:
This Contract of Employment is governed by and shall be construed in accordance with the laws of India. The parties to this contract submit to the exclusive jurisdiction of the Courts of Bangalore, India.

20. Non-disclosure, Non-solicitation, Confidentiality, and Non-Compete

You will be required to execute an exclusive agreement pertaining to Non-Disclosure, Non Solicitation, Confidentiality, and Non -Compete with the University.

21. Mode of Communication

All communications will be sent to you by post or through courier or e-mail ID, to the particulars furnished by you at the time of your employment and available in our records. It will be your duty to intimate, in writing, to the University whenever there is any change in your address or e-mail ID from time to time. Otherwise, all communications sent to you shall be deemed sufficient service on you. The University may also arrange for pasting of a copy of the letter on the University's Notice Board which shall be considered to be sufficient service of notice on you.

We, once again, welcome you to join the team at *M. S. Ramaiah University of Applied Sciences* and look forward to a long and mutually rewarding association.

for M S Ramaiah University of Applied Sciences



Authorised Signatory

ACCEPTANCE

I have read, understood and accept the terms and conditions of employment as set out above or incorporated in the University's written policies from time to time in force:

Signature:



Name:

Dr. Sujatha S

Date:

18/8/14



Registrar
M.S. Ramaiah University of Applied Sciences,
Bangalore - 560 054



SGR TECHNICAL & EDUCATION SOCIETY (Regd)

Dr. Syamala Reddy Dental College & Hospital

(Recognised by the Dental Council of India. Affiliated to Rajiv Gandhi University of Health Sciences)

H.O. : 298-299; SGR Towers, 7th Cross, Domlur Layout, Bangalore - 560 071

Campus : 111/1, SGR Main Road, Munnekolala, Bangalore - 560 037.

Phone Off 5356111, 5353416, 5356416, 5358416, Fax : 5358416, 5575915 P.B. 71003

Ref No. SGRTES /

Experience certificate

Date

Date: 23-5-2001

This is to certify that Dr. S Sujatha MDS Asst. professor in Oral Medicine and Radiology was working in this Institution Dr. S R Dental College from 1-5-1999 to 20-1- 2000.

During her tenure she discharged her duties very effectively and efficiently. I have no hesitation to recommend her for future success

Dean
DEAN

Dr SYAMALA REDDY DENTAL COLLEGE & HOSPITAL
BANGALORE-71.



E-mail: dentalcolicg.msr@himalia.com Ph: 3449079, 3440980
ramalahdenjal@mantraonline.com, Fax: 3461825

Phone : 369079

M. S. RAMAIAH DENTAL COLLEGE

(Recognised by Dental Council of India)

M. S. Ramaiah Nagar, M. S. R. I. T. Post, Bangalore - 560 054.

Ref. No. :

Date _____

1020/6/MSRDC/99

11.1.2000

To
Dr. Sujatha.S,
No.10, 9th 'K' Main,
Vijayanagar-II stage,
Bangalore-40.

Dear Madam,

On behalf of the Management of Gokula Education Foundation (Medical), I have the pleasure in offering you the post of Lecturer in the department of Oral Medicine & Radiology under following terms and conditions:-

01. You will be paid a Consolidated pay of Rs.10,000/- per month in the first and Rs.12000/- in the second year. At the end of the second year subject to good performance you will be considered for a regular scale or an extension of the contract on mutually acceptable terms.
02. You will be a whole time employee of the College and as such you will not engage yourself elsewhere for any work whether honorary or for remuneration without the prior permission of the Management.
03. This appointment is valid initially for a period of two years. The management may however terminate your services with three months notice or salary in lieu thereof. In case you wish to leave the service you will be required to give three months notice or three months salary in lieu thereof. The duration of notice or salary in lieu thereof as mentioned above will be one month if it takes place within the first year.
04. You will work under and to the entire satisfaction of the Head of the department, Principal and the Management.

..2/-



E-mail: dentalcollegemsr@hotmail.com
ramalahdental@mantraonline.com,

Ph: 3449079, 3440980 Phone : 3
Fax: 3461825

M. S. RAMAIAH DENTAL COLLEGE

(Recognised by Dental Council of India)

M. S. Ramaiah Nagar, M. S. R. I. T. Post, Bangalore - 560 054.

Ref. No. :

Date _____

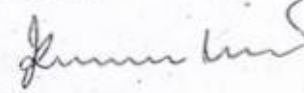
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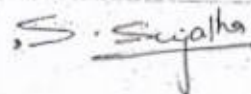
85. You will be required to participate in teaching, administration, research, social and cultural activities of the College and any other duties assigned to you from time to time by the Head of the department and the Principal.

86. Original Certificates in respect of date of birth, Educational qualifications etc., should be shown to the Principal on the date of joining the service, alongwith two sets of photostat copies of certificates certified by Gazetted officer, 2 passport size Photograph, an affidavit, copy of ration card (proof of address) & an experience certificate to be filed in your personal file.

87. You are required to report to duty on 17.1.2008.

88. If you are willing to accept the appointment with these above terms and conditions, please return two copies of this letter duly signed in token of your acceptance.


PRINCIPAL


S. Sujatha

