



# M. S. Ramaiah University of Applied Sciences

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

25<sup>th</sup> July 2014

Dr. Mahantesha

Reader

M. S. Ramaiah College of Dental Sciences

Dear Dr. Mahantesha,

## 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 1<sup>st</sup> August, 2014 upon your relinquishment of services with M. S. Ramaiah College of Dental Sciences as of 31<sup>st</sup> 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      | : Reader                   |
| b) Faculty          | : Dental Sciences          |
| c) Category         | : Academic – Teaching      |
| d) University Grade | : P3                       |
| e) Scale of Pay     | : Rs. 15600-39100+AGP 8000 |

and the breakup of the monthly salary is as follows:

- |                           |             |
|---------------------------|-------------|
| i. Basic Pay              | : Rs. 34248 |
| ii. Dearness Allowance    | : Rs. 34248 |
| iii. House Rent Allowance | : Rs. 8562  |
| iv. Monthly Gross Salary  | : Rs. 77058 |

### 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.

Registrar

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

- 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.

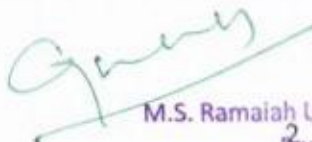
**5. Salary Revision/Promotion:**

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.



Registrar

M.S. Ramaiah University of Applied Sciences  
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.

  
Registrar  
M.S. Ramaiah University of Applied Sciences  
Bangalore - 560 054 3

#### 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:
  - i. You are guilty of any misconduct or neglect in the discharge of your duties;
  - ii. You commit a serious or persistent breach or for the non-observance of any conditions of your employment;
  - iii. You are convicted of an indictable offence;
  - iv. You knowingly or repeatedly act in excess of your powers or in contravention of the instructions of your Supervisor or University management;
  - v. You knowingly or repeatedly fail to perform your duties as set out herein;
  - vi. You act with gross or repeated incompetence or negligence to the material detriment of the University and its affairs;
  - vii. 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;
  - viii. You provide any information that proves to be incorrect or you suppress any material information while seeking or continuing your employment.
  - ix. 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.

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



**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.

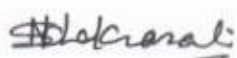
We, once again, welcome you to join the team at *M. S. Ramaiah University of Applied Sciences* and look forward to a long and mutually rewarding association.

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. Mahantesha. S.

Date: 1/8/14

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

**Sau. Mathurabai Bhausaheb Thorat Sevbhavi Trust**

Amrutnagar, P.O. Sangamner S.K. (422608), Tal. Sangamner, Dist. Ahmednagar

Ref.No. SMBTSBT/PER/78# 2008-09

Date: 21/07/2008

**APPOINTMENT ORDER**

To,

*Dr. Mahantesha S.  
No. 16, 12<sup>th</sup> cross, 1<sup>st</sup> Main, Maruti nagar,  
Madival, Bangalore-68.*

Dear Madam/Sir,

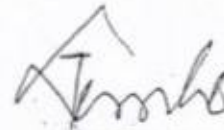
With reference to your application, I have the pleasure to inform you that you have been appointed as a *Lecturer, Dept of Periodontics* at Sau. Mathurabai Bhausaheb Thorat Dental College & Hospital, Amrutnagar, P.O. Sangamner S. K. (422608), Tal. Sangamner Dist. Ahmednagar, run by Sau. Mathurabai Bhausaheb Thorat Sevbhavi Trust, Amrutnagar, Tal. Sangamner, Dist. Ahmednagar. w.e.f 22/07/2008 on the following terms and conditions-

1. You will be paid on-consolidated / initial basic salary of Rs.8,000/- per month in the pay scale of Rs 8000-275-13500, plus allowances as per rules laid down by the management.
2. Your appointment is on full time basis on probation for the period of two years. The probation will be confirmed after completion of two years after considering your academic as well as administrative working performance.
3. Your appointment is subject to the approval of the concern authority.
4. You shall produce your original certificates and all other relevant documents for verification and submit attested copies of the same before joining the post.
5. You shall not communicate to press or public, any matter relating to the affairs of the college and it's management.
6. You shall not be permitted to engage yourself in any outside business, consultation and tuition and or any type of outside work either with or without permission of the trust.
7. During the period of your service you shall not directly or indirectly do such thing(s) which is/are subversive to the interest of the trust.
8. Your service may be terminated by giving Three month's notice or Three month's pay in lieu thereof from either of the parties.
9. You are requested to give the correct mailing address as you join the duties and any change in the address given earlier should be communicated to the Management. It will be presumed that any letter send on the address given to the Management by registered acknowledgement shall be deemed to be a good service.
10. You shall have to undergo a medical examination by the panel of Doctors appointed by the society. The appointment is subject to communicable disease and that you are physically fit to be employed on the staff of the society/trust.

*g*



11. You will be allowed to join the duties on production of
  - i. Signing of declaration.
  - ii. Two passport photographs.
  - iii. Relieving certificate from previous employer.
12. If you are found absent continuously for more than seven days without permission your services stand terminated.
13. If you are found guilty of violating of any terms or conditions mentioned above you will be liable for disciplinary action, punishment decided by the management.
14. You are required to sign the accompanying declaration before or at the time of joining the service as proof of having accepted this order. If the declaration is not received within the two weeks/ months it shall be presumed that you are not interested in the employment and the order will be treated cancelled. Also you will have to execute agreement between employee and employer at the time of joining.
15. Your appointment is governed by service rules as framed by management from time to time.
16. You shall join duty on or before Dt. 22/07/2008.



**Chief Trustee**

Sau. Mathurabai Bhausaheb Thorat Sevabhavi Trust,  
Amrutnagar, Tal. Sangamner, Dist. Ahmednagar.

### DECLARATION

I **Dr. Mahantesha S.**, hereby declare that I accept the order of appointment of **Lecture** on terms and conditions specified herein and that I shall join the duties before the last date of joining as mentioned in the order of appointment.

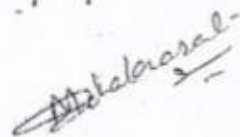
Place : Sangamner

Date : 21/07/2008

**SIGNATURE**



Name: (Dr. Mahantesha S.)



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Regd. No. E 290

Regd. Date : 10-12-1984

Sau. Mathurabai Bhausaheb Thorat Sevabhavi Trust's

## **S. M. B. T. DENTAL COLLEGE & HOSPITAL**

GHULEWADI (Amrutnagar) 422 608, Sangamner, Dist. Ahmednagar

☎ : (02425) 225434, 222867, Fax : 225434 E-mail : [smbtdental@rediffmail.com](mailto:smbtdental@rediffmail.com) Website : [smbtdental.com](http://smbtdental.com)

Out word No. SMBT/DC/ 559 /2009

Date : 25/05/2009

### **EXPERIENCE CERTIFICATE**

This is to certify that **Dr. Mahantesha** is working as a  
Sr. Lecturer in the Department of Periodontics w.e.f. **22<sup>nd</sup> July**  
**2008 to 25<sup>th</sup> May 2009.**

During the above period, his work & conduct is found to  
be satisfactory.



*A. K. K.*  
**Principal**

S.M.B.T. Dental College & Hospital,  
Amrutnagar, Tal. Sangamner,  
Dist. Ahmednagar (MS)





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## Karnatak Lingayat Education Society, BELGAUM.

Web : <http://www.klesociety.org>  
E-Mail : [infodesk@klesociety.org](mailto:infodesk@klesociety.org)

☎ : 2404040 (4 Lines)  
2404555  
Fax : 0831-2404060

Office of the Board of Management,  
K.L.E. Society, Belgaum-590001.  
(Karnataka State)

Ref. No. : E54(2)/2568

Date : 27.7.2009

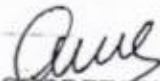
### ORDER :

Dr. Mahantesh M.D.S., is hereby informed that he is appointed as Lecturer in the department of Periodontics at K.L.E.Society's Institute of Dental Sciences, Bangalore, on temporary basis, on the following terms & conditions.

- 1) He has been placed in Pay Scale of Rs.8000-275-13500 with a starting basic pay of Rs.8,000/- per month with other allowances as per Society's rules.
- 2) He/She shall be governed by the rules & regulations of the K.L.E.Society which are in force and that may be framed hereafter by the Society.
- 3) He/She should discharge his/her duties honestly and to the satisfaction of the superiors.
- 4) He/She should not indulge in any of the activities which may affect the reputation, name & fame of the organisation in which he/she is working.
- 5) He/She may be transferred to any of the Institution at any place without any extra remuneration.
- 6) In proof of Date of Birth, he/she should produce the School Leaving Certificate or any other proof supporting the date of birth and in no case the same will be changed for any reasons of whatsoever.
- 7) He/She should not disclose any of the information regarding working of the Institution to an outsider.
- 8) He/She should not engage himself/herself in any private business or practice either in an individual capacity or in association with any other persons.
- 9) He/She should not absent himself/herself from work without prior notice and sanction by competent authority.
- 10) He/She is expected to work hard with devotion and associate himself/herself with full zeal with the policies of the Society.
- 11) He/She should deposit a sum equal to one month's salary as DEPOSIT with the Institution in lieu of one month prior notice of leaving the service.
- 12) He/She may be required to work beyond the working hours as required by the Institute in case of necessities and emergencies.
- 13) In case of any contravention intentionally or otherwise of the terms of this appointment or service rules as the case may be, the institution reserves the right of taking disciplinary action against him/her and even termination of his/her service without assigning any reasons thereof.

In token of acceptance of the above terms & conditions he/she is hereby required to sign the duplicate copy of this order of appointment.

He should report for duties to the Principal, K.L.E.Society's Institute of Dental Sciences, Bangalore, immediately.

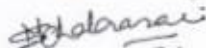
  
SECRETARY  
Board of Management  
K.L.E.Society, Belgaum.

To,  
Dr. Mahantesh M.D.S.,  
C/o.KLES Institute of Dental Sciences, Bangalore.

### DECLARATION

I, Dr. Mahantesh have gone through the terms & conditions of your appointment order and hereby declare to abide by the same.

Place : Bangalore  
Date : 01/08/09

  
Signature.

Copy fws., to the Principal, K.L.E.Society's Institute of Dental Sciences, Bangalore for information & necessary action.



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K. L. E. SOCIETY'S  
**INSTITUTE OF DENTAL SCIENCES**

(Recognised by Dental Council of India & Affiliated to RGUHS Karnataka)  
No. 20, Yeshwanthpur Suburb, II Stage, Tumkur Road, Bangalore-560 022.  
Karnataka State, INDIA.

☎(Off : 23474137  
23576503  
Fax : 080-23474305

ಕೆ. ಎಲ್. ಇ. ಸಂಸ್ಥೆಯ ದಂತ ವಿಜ್ಞಾನ ಮಹಾವಿದ್ಯಾಲಯ, ಬೆಂಗಳೂರು.

E-mail : principal\_klebl@hotmai.com Website : www.kledentalbangalore.com

Ref. No. : Est (1)2012-13/ 448

Date : 30-3-2013

**RELIEVING ORDER/ EXPERIENCE CERTIFICATE**


Dr.Mahantesha MDS Lecturer Department of Periodontics has been relieved from his duties on 30<sup>th</sup> March 2013 after office hours .

He has served in this institution as a Lecturer from 1<sup>st</sup> August 2009 to 30<sup>th</sup> March 2013.

During this period his work & character found to be Satisfactory.

To

Dr. Mahantesha MDS  
Lecturer ,  
Dept of Periodontics

  
PRINCIPAL  
K.L.E. SOCIETY'S  
INSTITUTE OF DENTAL SCIENCES  
BANGALORE.

copy to

The Secretary  
Board of Management  
K.L.E.Society  
Belgaum 01 – for information



# SHARAVATHI DENTAL COLLEGE & HOSPITAL

Recognised by Dental Council of India (Government of India)

Alkola, T.H. Road, SHIMOGA - 577204 (Karnataka), Ph. : 08182 - 250167, 250816, Fax : 08182-250167



Ref No/SMG/2013/1150

Date: 15.03.2013

## APPOINTMENT ORDER

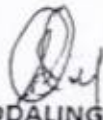
Dr.Mahantesha M.D.S. Is appointed as Reader in the department of periodontics ;  
Sharavathi Dental College And Hospital, Shimoga.

With reference to your application, you have been appointed for the above post and you have to work for One year on contract basis, for consolidated pay of Rs.40,000/-(Rupees Forty Thousand Only) Per Month and you have to work for the full time in the college.

You have to abide by Service and rules of Sharavathi Education Trust. You have to report for the duty at the earliest.

With Best wishes,

For SHARAVATHI EDUCATION TRUST,

  
(H.G.SIDDALINGAIAH),

Secretary

C.C.to Office.

# SHARAVATHI DENTAL COLLEGE & HOSPITAL

Recognised by Dental Council of India (Government of India)

Alkola, T.H. Road, SHIMOGA - 577205 (Karnataka), Ph. : 08182 - 295545, 250816, Fax : 08182-250167



Ref.No: SDC/SMG/2013/ 1265 (A)

Date: 31/10/2013

To,

Dr. Mahantesha,  
Reader in the dept. of Periodontics,  
Sharavathi dental college and hospital,  
Shivamogga.

Dear Sir,

Subject: Relieving cum experience certificate.

\*\*\*\*\*

With reference to the resignation letter you have tendered & you are relieved from the post with effect from 31.10.2013. We hereby confirm that you had worked as Reader in the department of Periodontics at Sharavathi Dental College and Hospital, Shivamogga from 01.04.2013 to 31.10.2013.

Wishing you good luck in all your future endeavors.

Best Regards,

Principal

Sharavathi Dental College & Hospital  
T.H. Road, Alkola,  
SHIMOGA - 577 05.



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Phone : +91 80 2360 2079 / 2360 0949  
2360 8174  
Tel / Fax : +91 80 2360 1825 / 2360 8136



Gokula Education Foundation (M)

ಎಂ. ಎಸ್. ರಾಮಯ್ಯ ದಂತ ವೈದ್ಯಕೀಯ ಮಹಾವಿದ್ಯಾಲಯ ಮತ್ತು ಆಸ್ಪತ್ರೆ

**M. S. RAMAIAH DENTAL COLLEGE & HOSPITAL**

A unit of M S Ramaiah Academy of Health and Applied Science

Recognised by Dental Council of India - No. V.12017/1/2002-DE.  
Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka

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

Website : www.msrdc.ac.in

MSRDC/HR/ 2013/MDS/APP

Date: 29<sup>th</sup> September 2013

### APPOINTMENT ORDER

To,  
Dr. Mahantesha  
No.2, 10<sup>th</sup> Cross, Sri.Rama Temple Road  
Maruti Nagar, Madiwala  
Bangalore - 560068

Dear Dr. Mahantesha

The management is pleased to appoint you as Reader in the department of Periodontics. Following Interview held on 23<sup>rd</sup> September 2013.

The M.S. Ramaiah Dental College and Hospitals as part of the Gokula Education Foundation is a premier educational institution recognized as a Centre of excellence in the field of Dental Education all over the country and the world. Our main focus is on offering to the society highly competent and knowledgeable dental personnel with character and high ethical values with a genuine commitment to the welfare of the suffering humanity. The teachers are our most important partners in this endeavor. I am sure you will find your association in this endeavor most rewarding and satisfying. We sincerely hope that your association with the institution will be of benefit to the institution, the students and also contribute to your professional growth.

The terms and conditions of appointment is enclosed.

As a token of acceptance of this offer of appointment, please return a copy of this letter of offer duly signed indicating your consent. We look forward to your joining the College at an early date.

Principal

Principal

M. S. RAMAIAH DENTAL COLLEGE  
BANGALORE - 560 054.



170(4)

Phone : +91 80 2360 2079 / 2360 0949  
2360 8174  
Tel / Fax : +91 80 2360 1825 / 2360 8136

Gokula Education Foundation (M)

ಎಂ. ಎಸ್. ರಾಮಯ್ಯ ದಂತ ವೈದ್ಯಕೀಯ ಮಹಾವಿದ್ಯಾಲಯ ಮತ್ತು ಆಸ್ಪತ್ರೆ

**M. S. RAMAIAH DENTAL COLLEGE & HOSPITAL**

A unit of M S Ramaiah Academy of Health and Applied Science

Recognised by Dental Council of India - No. V.12017/1/2002-DE.  
Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka

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

Website : [www.msrdc.ac.in](http://www.msrdc.ac.in)

### Terms and conditions

Ref. No. :

- Date : \_\_\_\_\_

#### Remuneration

1. The basic pay is Rs.34070/- per month in the scale of Rs. 15600-39100. Allowances like DA, HRA, CCA & Other applicable benefits to the employees of this institution.

#### Job Description

1. You will discharge sincerely and diligently teaching or other duties as assigned to you to the entire satisfaction of the HOD/Registrar/Principal and the Management and help us in the process of training students into professionals of global standards. The job description will be explained to you by Head of the Department.

2. You are required to participate in the teaching, administrative, research social and cultural activities of the college and any lawful duties assigned to you by the Head of the Department/ Registrar/Principal.

#### Probation

3. You will be on probation for a period of one year, which may be further extended at the discretion of the appointing authority.

#### Leave

4. During the probationary period you are eligible for one day casual leave for every completed month of service. No other type of leave is permissible to probationers. On successful completion of probation period, you are eligible for all types of leave applicable to permanent faculty members.

#### General Service Rules

5. You will be governed by the Service rules and regulations of the college as may be amended from time to time. These rules are framed for efficient functioning of the institution. A copy of the current service Rules is available with the Human Resources Manager of the College.

7. The Management reserves the right to utilize your services in the colleges, hospital or any of the sister institutes of the Gokula Education Foundation, to honor the MOU's signed by the management with foreign universities/hospitals and for overseas deputations.





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Phone : +91 80 2360 2079 / 2360 0949  
2360 8174  
Tel / Fax : +91 80 2360 1825 / 2360 8136

Gokula Education Foundation (M)

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**M. S. RAMAIAH DENTAL COLLEGE & HOSPITAL**  
A unit of M S Ramaiah Academy of Health and Applied Science

Recognised by Dental Council of India - No: V.12017/1/2002-DE.  
Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka  
M. S. R. Nagar, M. S. R. I. T. Post, Bangalore - 560 054.  
Website : [www.msrdc.ac.in](http://www.msrdc.ac.in)

Ref. No. :

Date : \_\_\_\_\_

**Promotion**

6. There are well laid out policies for career advancement of faculty of the institution. The promotions are not time or vacancy based but based on merit and performance. Being a Postgraduate teaching institution a lot of emphasis is placed on research and publications by the faculty. The faculty has to be a role model to the students to whom they act as research guides. It is expected that faculty engage themselves in research and publications at all stages of their career. Inadequacy in research and publications may result in overlooking for the purpose of promotion

**Cessation**

7. In the event of your deciding to leave the institution, you will be required to give three month's notice or three month's salary in lieu thereof. Leave during notice period will not be accepted and leave standing to an employee's credit cannot be used during the notice period.  
8. In the interest of the students, you have to complete the academic term/teaching obligations of the academic year. Your resignation is acceptable only if your teaching commitments are fulfilled during the academic year.

**Private Practice**

9. You have to obtain the prior permission of the Appointing authority in case you have to take up any other part time assignment or job work after working hours.

**Maintenance of Official Secrets**

10. You will be loyal to the M.S.Ramaiah Dental College and will not divulge any information, secrets, know-how, experiments, research projects etc., relating to the Dental College, which might come to your knowledge while discharging your duties to any outsider/ organizations.

**Wrongful disclosure of information**

11. This appointment is based on the information furnished by you in your application and the curriculum vitae / Bio data submitted while seeking appointment. Should there be any variation between the actual facts and the information furnished, this appointment is liable to be cancelled.

**Joining Formalities**

12. Please report to the H.R. Department along with Original certificates in respect of date of birth and educational qualifications along with two sets of photo copies of each of these certificates and with 4 passport size photographs.  
13. You are also requested to produce original Relieving Order/experience certificate obtained from your previous employer.



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Website : www.msrdc.ac.in

Ref. No. :

Date :

Evening Clinic

14. Your service will be utilized for the evening clinic as and when it required ie from 4.00 pm to 8.00 pm.

*Y. V. Iyer*

PRINCIPAL

M.S. RAMAIAH DENTAL COLLEGE

I accept the terms and conditions of this appointment order and report to duty with effect from 5th November 2013.

Signature

Copy to:

The Chief Executive, GEF (M)

The President, (ME), GEF

The Registrar (Academics)

The HOD, Department of Pedodontics

Accounts Section

HR - MSRDC





# M. S. Ramaiah University of Applied Sciences

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

25<sup>th</sup> July 2014

Dr. Mahantesha

Reader

M. S. Ramaiah College of Dental Sciences

Dear Dr. Mahantesha,

## 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 1<sup>st</sup> August, 2014 upon your relinquishment of services with M. S. Ramaiah College of Dental Sciences as of 31<sup>st</sup> 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      | : Reader                   |
| b) Faculty          | : Dental Sciences          |
| c) Category         | : Academic – Teaching      |
| d) University Grade | : P3                       |
| e) Scale of Pay     | : Rs. 15600-39100+AGP 8000 |

and the breakup of the monthly salary is as follows:

- |                           |             |
|---------------------------|-------------|
| i. Basic Pay              | : Rs. 34248 |
| ii. Dearness Allowance    | : Rs. 34248 |
| iii. House Rent Allowance | : Rs. 8562  |
| iv. Monthly Gross Salary  | : Rs. 77058 |

### 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.

- 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.

