

REF/MSRUAS/EXPL/22-23

Date: October 25, 2023


To Whomsoever It May Concern

This is to certify that, Ms. Grace Sharon C Harigal is working as Lecturer (Contractual) in Department of Civil Engineering, Faculty of Engineering and Technology at our University since 15 March 2022 to till date.

As per the records available at this office her Total Experience as on July 31, 2023, is 1.34 years details of which are as follows: -

Sl No.	Organization	From	To	Total Experience
1	M. S Ramaiah University of Applied Sciences	15/03/2022	31/07/2023	1.34
Total Experience				1.34

For Ramaiah University of Applied Sciences


Manager - HR
Dr. G.S. Venkatesh
RegistrarRegistrar
M.S.Ramaiah University of Applied Sciences
Bangalore - 560 054

Sri Krishnadevaraya Educational Trust

(KRISHNADEVARAYA COLLEGE OF DENTAL SCIENCES)

No 16, Ballari Road, Sadashivanagara, Bengaluru - 560 080.

Phone / Telefax : 080-2360 6999, 2361 3443, 2360 1340, 2360 1370 E-mail: sriket@gmail.com

Ref: No.KET/ PF / 05 /2018-2019/015

Date: 27.03.2019

APPOINTMENT ORDER

Sub: Appointment of Dr. C.Greeshma as Lecturer in the Dept. of Periodontics KCDS.

Ref: KCDS/1211/2018-2019, dated 05.02.2019.

With reference to the above, the Management is pleased to appoint you as Lecturer in the Dept. of Periodontics at Krishnadevaraya College of Dental Sciences, Krishnadevaraya Nagar, International Airport Road, Hunasamaranahalli, Bengaluru - 562157, with the following terms and conditions.

TERMS & CONDITIONS:

1. You are appointed on contract basis for a period of two years from the date of joining.
2. You will be paid a consolidated salary of Rs.16,000/- (Rupees Sixteen thousand only) per month.
3. During your contract period, if your services are not found satisfactory, your services may be terminated by the Management with one month's notice or payment of one month's salary in lieu of notice.
4. Alternatively, if you intend to leave the job, you can do so by giving one month's notice or foregoing one month's salary in lieu of notice.
5. You are required to perform such duties as the Management/Principal may assign from to time during normal working hours or beyond working hours as and when necessary.
6. You have to produce the original academic certificates/testimonials for verification with two sets of attested copies to the Principal at the time of reporting for duty.
7. Your services are governed by the Rules & Regulation of the Institute and/or the Trust as may be in force now and may be modified from time to time.
8. You should give an undertaking in a Non-Judicial stamp paper to work for a minimum period of two years.
9. If you are agreeable, you can report to the Principal, KCDS on or before 18.04.2019.

To
Dr.C. Greeshma,
No.526, 8th Cross, MCECHS Layout,
Dr. Shivaram Karanth Nagar,
Bengaluru - 560077

(K.SYAMA RAJU)
SECRETARY

22. 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 *Ramaiah University of Applied Sciences* and look forward to a long and mutually rewarding association.

For Ramaiah University of Applied Sciences



Prof. M. Sai Baba
Registrar

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. Ganeshaiah C

Date: 02-03-2022


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

19. 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 21 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 19 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.

20. 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.

21. 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.


Registrar
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14. 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.

15. 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.

16. 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.

17. 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 pro-rated for such part of the notice period you did not serve.
- iii. The University may terminate your services at any time during your tenure with University (during probation or post probation) without any notice if you are found guilty of any misconduct or you are not able to meet the desired requirement of the University.
- iv. 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.
- v. The University will not adjust unused earned leave or any other kind of leave against Notice period.
- vi. 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.

18. 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.


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4. Deductions:

- i. The above amounts payable to you are subject to Income Tax Deduction at Source under the Income Tax Act, 1961 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.

5. 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.

6. Salary Revision/Promotion:

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

7. You shall have responsibilities, duties and the authority commensurate with your position.
8. You will be issued a Job Description that will reflect your duties and responsibilities.
9. 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.
10. 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.

11. Hours of work:

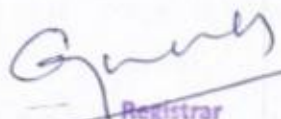
- i. The hours of work during the workweek, Monday to Saturday, will be determined by the University from time to time and will be set out in the Employment Regulations.
- ii. The nature of your post is such that it is expected that you will respond to the operational requirements of the University in order to fulfil 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.

12. Holidays & Leave:

- i. The University "Holiday Year" runs from 1st January to 31st December each year.
- ii. The University "Leave Year" will be considered from 01st August each year to 31st July of the next year.
- iii. Your entitlements to leaves are governed by the policy of the University and as set out in the Employment Regulations.

13. 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.



Registrar