

2.4.3 Details of full-time teachers who were in sabbatical leave

Names of full-time teachers	PAN	Designation	Year of appointment	Name of the Department	Year of sabbatical leave		Year of Re-joining	Total years of experience in the same institution
					From	To		
Dr. Prashanth K S	MKPK3861B	Associate Professor	23.08.2004	Physics	03/08/2009	24/01/2010	1/25/2010	17.2
Dr. Vijilus Helena Raj	AFNPR2367B	Professor & COE	01.06.2001	Mathematics	01/01/2003	31/08/2003	9/1/2003	20.4
Rashi Khubnani	AGTPA7003J	Assistant Professor	24.07.2013	Mathematics	18/10/2014	19/07/2015	7/20/2015	8.3
Suma Paralda	ECSPS6209D	Assistant Professor	01.04.2013	Civil Engineering	20/12/2014	7/19/2015	7/20/2015	8.6
Snehal Rajendra Lahand	AJPL4327K	Assistant Professor	22.08.2012	Civil Engineering	30/10/2014	7/19/2015	7/20/2015	9.2
Dr. Nisha K. C. R.	AJUPN3869K	Professor	12.02.2009	Electronic & Communication Engineering	30/05/2014	1/27/2015	1/28/2015	12.8
Ishani Mishra	BXCPM5843H	Assistant Professor	04.08.2008	Electronic & Communication Engineering	23/11/2011	7/24/2012	7/25/2012	13.2
Kavitha Chenna Reddy	AKKPC7126P	Assistant Professor	25.07.2012	Electrical & Electronics Engineering	18/11/2014	7/19/2015	7/20/2015	9.3
Mounica .B	BTEPB1778A	Assistant Professor	25.07.2012	Information Science & Engineering	22/11/2012	7/23/2013	7/24/2013	9.3
Dr. Nagaraju Kilari	BCPPK2988B	Associate Professor	01.06.2004	Masters in Computer Application	01/01/2015	6/14/2015	6/15/2015	17.4
Kamalasish Deb	BINPD6027K	Assistant Professor	15.07.2013	Mechanical Engineering	23/12/2015	7/24/2016	7/25/2016	8.3
Naresh K S	AJAPN0856G	Assistant Professor	17.07.2013	Mechanical Engineering	21/07/2016	1/22/2017	1/23/2017	8.3

May 4, 2022

Principal

New Horizon College of Engineering
Ring Road, Bellandur Post,
Bangalore - 560 103



NHEI

INSTITUTE OF EXCELLENCE

New Horizon Educational Institution

100 Four Road, Indiranagar, Bangalore - 560 006, Karnataka, India.
Tel : 91 - 80 - 2520 1735 Fax : 91 - 80 - 2520 2042 E-mail : nhei@rediffmail.com
Webpage : <http://www.newhorizoninstitute.edu.in>

May 21, 2001

Mrs. L. Vijilius Helena Rai
No. 13, Sri Balaji Nilayam,
6th Cross, Lakshmiapuram,
Uiscom, Bangalore 560008

Dear Mrs. Vijilius,

Congratulations. It is our pleasure to appoint you as a Lecturer in Mathematics with effect from 1st June 2001 in New Horizon College of Engineering (NHCE). NHCE is a unit of New Horizon Educational Institution Known for providing quality education since 1970.

Our mission is to build world class Professionals and Technologists.

Our vision is to inculcate professionalism in our students to excel in real life situations to efficiently meet the challenges of the industry and the corporate sector at the global level.

Our moto "In Pursuit of Excellence" refers not just to academic excellence but to human excellence as well.

We invite only highly skilled and committed personnel to join our team.

It is only with the help and enthusiasm of our staff members, that we continue to achieve such success. We hope you will share this enthusiasm with us.

The following is intended as an outline of NHCE generous employee benefit package as well as the expectations we will have over the course of your employment.

Compensation:

You will be paid total emoluments of Rs. 8,030/- per month gross inclusive of EPF. This will be subject to the statutory deductions at source inclusive of EPF, Profession Tax, Income Tax and such other deductions applicable from time to time. The scale of pay will be Rs. 6000-150-7200-200-8800-260-10880-320-11200.

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N H E I

NEW HORIZON EDUCATIONAL INSTITUTION

New Horizon Educational Institution

100 Feet Road, Indiranagar, Bangalore - 560 001, Karnataka, India.

Tel: +91-80-2526 1725, Fax: +91-80-2526 3347, E-mail: nhei@rediffmail.comWebsite: <http://www.newhorizonindia.edu>

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Submission of Certificates/Documents:

As it is a pre-requisite, you are required to submit all your certificates and associated documents to the Institute in original. They will be duly acknowledged. The same will be in safe custody of the Institute.

Tenure of Service:

We look forward to a stable tenure of service from you and for a lasting relationship with the Institute. Since the reputation of our college and the aim of our educational program would be adversely affected by frequent change of staff members, it is necessary to have a moral and legal binding to render a minimum desirable period of tenure. The service rules and regulations in force, with amendments from time to time govern this appointment, if any. If you wish to leave the job, two months' notice in advance should be given and same period of notice will be given to you in case management wants to relieve you.

This appointment is purely on probation basis for a period of two years. Confirmation of service depends on your overall performance in academic and co-curricular activities. Attitude to work, co-operation with other staff members, initiative and involvement are other criteria for confirmation.

No leave can be taken during this probation period, except for any emergency.

Personal Contribution:

By virtue of the position offered to you, it is expected that you will put in extra efforts to build the students' character and personality on your own without stipulating any terms since it will be incumbent on your part to mould the future of the student community.

Discipline:

You are expected to maintain the decorum and orderliness, as deemed by virtue of the position held by you and will endeavour to maintain a high level of esteem from your superiors, peers, subordinates and the student community at large. You shall not indulge in any activity which would be unbecoming of your position.

Oath of Secrecy:

Though not legally executed, you must mentally take oath not to divulge any part of our efforts on research and development and our innovative schemes.

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New Horizon Educational Institution

100 Feet Road, Indiranagar, Bangalore - 560 030, Karnataka, India
Tel: +91 80 2525 1731, Fax: +91 80 2525 3642, E-mail: nhe@Broadband.com
Website: <http://www.nhehorizon.edu>

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Identification with the institution:

You shall endeavour to identify yourself with the institute and its objectives and contribute meaningfully to help to achieve the institute's objectives on the year to year basis.

If the above terms and conditions are acceptable you have to signify the same by signing on the copy of this order.

Thanking you,

With regards,

Dr. Hema D
Executive Director

Accepted

Signature

Date

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NEW HORIZON COLLEGE OF ENGINEERING

(Accredited by NBA, Permanently Affiliated to VTU)

A Recipient of Prestigious State Award 2012 by the Government of Karnataka

Ref: NHCE/EST-APPT-1275 / 2013

April 01, 2013

Mrs. Suma Paralada
No. 176/161, Kumara Krupa,
Hariur, HSR Post, Sanjaypur Main Road,
BANGALORE - 560102.

Dear Mrs. Suma,

Congratulations! It is our pleasure to appoint you as Jr. Assistant Professor in the Department of Civil Engineering in New Horizon College of Engineering, Bangalore. Kindly report for duty on 01st April 2013 at 9:00 AM. New Horizon College of Engineering is a unit of New Horizon Educational Institution, founded in 1970 to provide quality education.

Our mission is to build world class Professionals and Technologists.

Our vision is to inculcate professionalism in our students to excel in real life situations to efficiently meet the challenges of the industry and the corporate sector at the global level.

Our motto "In Pursuit of Excellence" refers not just to academic excellence but to human excellence as well.

As a member of a team of highly skilled and committed personnel we hope you will share our aims and high expectations and work towards achieving our aims and objectives.

It is only with the help and enthusiasm of our staff members that we continue to achieve such success. We hope you will share this enthusiasm with us.

The following is intended as an outline of NHCE employee benefit package as well as the expectations we will have over the course of your employment.

Compensation

You will be in the pay scale of Rs. 15000 Basic + One Increment + DA, HRA, CCA + PF per month.

The above is subject to the statutory deductions at source and includes Income Tax, Professional Tax and other deductions applicable from time to time.

The above salary has been fixed based on the expectation that you will publish / present papers in National and International Journals on a regular basis (at least 2 papers in an academic year).

You would appreciate the fact that salaries of all teaching and non teaching staff are paid from students' fees pool. It is observed that good number of students will have backlog even at the time of final semester of the course, which makes them ineligible for recruitment by corporates, public sector organizations & deny opportunity to get in to higher education entrance examinations. Hence, you will make all your efforts to motivate every student in your subject to pass at the first attempt itself & make difference to their careers.

Certificates/Documents

At the time of collecting the copy of this Appointment Letter you are required to submit the all relevant academic certificates in original. They will be in the safe custody of our institution and will be returned to you when you leave our institution.

Confirmation

Confirmation of service will depend on your overall performance in academic and co academic activities, attitude to work, cooperation with colleagues and the initiative and commitment you show in discharging your responsibilities.

Probation and Leaves

You will be on probation for a period of one calendar year and only Casual Leaves can be availed as per NHCE Leave policy and no long leaves are permitted during this period.

Tenure of Service

We look forward to a stable tenure of service and a lasting relationship between you and the institution. Your appointment is subject to and shall be fully bound by the Service rules and regulations of NHCE with amendments that may be made from time to time.

You are not permitted to leave in the middle of an academic year. It is crucial to maintain the link and continuity of education at least within an academic year. By accepting this appointment, you are making a moral commitment to learners and leaving during the academic year is a serious breach of this commitment.

After minimum one year service period if you wish to leave the job, you are allowed to do so only at the end of the semester. You are required to give one month advance notice coinciding with end of semester. Incase you have joined the institution in between a particular academic year, your minimum period of service at NHCE will be for one full academic year which means you are eligible to tender resignation only at the end of next academic year with one month's advance notice.

Personal Contribution

By virtue of the position offered to you, it is expected that you will be responsible for Character Building and Personality Development of your students.

Moral Code of Conduct

It is especially important for you to keep in mind for your students you will always be a role model within and outside the class. You must at all times and places strive to maintain the highest standards of conduct and discipline.

Maintenance of professional distance and the highest accepted social norms must be observed and maintained in social, religious, man-woman behavior and interactions with various stakeholders like students, staff, colleagues, parents and members of the public.

Fairness, neutrality and ethical behavior is expected at all times and in all contexts.

You shall ensure adherence to strict professional ethics without any compromise on any matter, howsoever little or insignificant it may appear to be.

Director - HR & Corporate Affairs

I Mrs/Sir/Parrotka have carefully read the terms and conditions of my employment and I have fully understood the same and accept them entirely. I acknowledge the receipt of the appointment letter is integral.

Signature :

Date: 1/1/13



NEW HORIZON COLLEGE OF ENGINEERING

(Accredited by NBA, Permanently Affiliated to VTU)

Ref: NHCE/EST/APPT-1209/2012

August 02, 2012

Ms. Snehal R Lahande
#18, 7th Main, Behind New Sharthi Sagar Hotel,
CMH Road, Infranagar 2nd Stage,
BANGALORE - 560038.

Dear Ms. Snehal,

Congratulations! It is our pleasure to appoint you as Jr. Assistant Professor in the Department of Civil Engineering in New Horizon College of Engineering, Bangalore. Kindly report for duty on 22nd August 2012 at 9:00 AM. New Horizon College of Engineering is a unit of New Horizon Educational Institution, founded in 1970 to provide quality education.

Our mission is to build world class Professionals and Technologists.

Our vision is to inculcate professionalism in our students to excel in real life situations to efficiently meet the challenges of the industry and the corporate sector at the global level.

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As a member of a team of highly skilled and committed personnel we hope you will share our ideas and high expectations and work towards achieving our aims and objectives.

It is only with the help and enthusiasm of our staff members that we continue to achieve such success. We hope you will share this enthusiasm with us.

The following is intended as an outline of NHCE employee benefit package as well as the expectations we will have over the course of your employment.

Compensation

You will be in the pay scale of Rs.15600 Basic + DA, HRA, CCA + PF per month.

The above is subject to the statutory deductions at source and includes Income Tax, Professional Tax and other deductions applicable from time to time.

The above salary has been fixed based on the expectation that you will publish / present papers in National and International Journals on a regular basis (at least 2 papers in an academic year).

You would appreciate the fact that salaries of all teaching and non teaching staff are paid from students' fees pool. It is observed that good number of students will have backlog even at the time of final semester of the course, which makes them ineligible for recruitment by corporates, public sector organizations & deny opportunity to get in to higher education entrance examinations. Hence, you will make all your efforts to motivate every student in your subject to pass at the first attempt itself & make difference to their careers.

Certificates/Documents

At the time of collecting the copy of this Appointment Letter you are required to submit the all relevant academic certificates in original. They will be in the safe custody of our institution and will be returned to you when you leave our institution.

Confirmation

Confirmation of service will depend on your overall performance in academic and co academic activities, attitude to work, cooperation with colleagues and the initiative and commitment you show in discharging your responsibilities.

Tenure of Service

We look forward to a stable tenure of service and a lasting relationship between you and the institution. Your appointment is subject to and shall be fully bound by the Service rules and regulations of NHCE with amendments that may be made from time to time.

You are not permitted to leave in the middle of an academic year. It is crucial to maintain the link and continuity of education at least within an academic year. By accepting this appointment, you are making a moral commitment to learners and leaving during the academic year is a serious breach of this commitment.

After minimum one year service period if you wish to leave the job, you are allowed to do so only at the end of the semester. You are required to give one month advance notice coinciding with end of semester. Incase you have joined the institution in between a particular academic year, your minimum period of service at NHCE will be for one full academic year, which means you are eligible to tender resignation only at the end of next academic year with two months advance notice.

Personal Contribution

By virtue of the position offered to you, it is expected that you will be responsible for Character Building and Personality Development of your students.

Moral Code of Conduct

It is especially important for you to keep in mind for your students you will always be a role model within and outside the class. You must at all times and places strive to maintain the highest standards of conduct and discipline.

Maintenance of professional distance and the highest accepted social norms must be observed and maintained in social, religious, man-woman behavior and interactions with various stakeholders like students, staff, colleagues, parents and members of the public.

Fairness, neutrality and ethical behavior is expected at all times and in all contexts.

You shall ensure adherence to strict professional ethics without any compromise on any matter, howsoever trifle or insignificant it may appear to be.

Director – HR & Corporate Affairs

I, Ms. Geeta P. Lanade have carefully read the terms and conditions of my employment and I have fully understood the same and accept them entirely. I acknowledge the receipt of the Appointment letter in original.

Signature :

Date _____



NEW HORIZON COLLEGE OF ENGINEERING

Accredited by NBA. Deemed to be University affiliated to VTU.

A Recipient of Prestigious Rayavardhana State Award 2012 by the Government of Karnataka

Ref NHCE/EST/APR/132/2013

June 12, 2013

Mrs. Rashi Khubhani
Mr. Dinesh Desai
100-F Polg Road, Marathalli,
BANGALORE - 560037

Dear Mrs. Rashi,

Congratulations! It is our pleasure to appoint you as Jr. Assistant Professor in the Department of Mathematics (Basic Science & Humanities) in New Horizon College of Engineering, Bangalore. Kindly report for duty on 24th July 2013 at 9:00 AM. New Horizon College of Engineering is a unit of New Horizon Educational Foundation founded in 1970 to provide quality education.

Our mission is to build world class Professionals and Technologists.

Our vision is to inculcate professionalism in our students to excel in real life situations to efficiently meet the challenges of the industry and the corporate sector at the global level.

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As a member of a team of highly skilled and committed personnel we hope you will share our ideas and high expectations and work towards achieving our aims and objectives.

It is only with the deep and enthusiasm of our staff members that we continue to achieve such success. We hope you will share this enthusiasm with us.

The following is intended as an outline of NHCE employee benefit package as well as the expectations we will have over the course of your employment.

Compensation:

You will be in the pay scale of Rs. 15600 Basic+ DA, HRA, CCA + PF per month.

The above is subject to the statutory deductions at source and includes Income Tax, Professional Tax and other deductions applicable from time to time.

The above salary has been fixed based on the expectation that you will publish / present papers in National and International Journals on a regular basis (at least 2 papers in an academic year).

You would appreciate the fact that salaries of all teaching and non-teaching staff are paid from students fees pool. It is observed that good number of students will have backlog even at the time of final semester of the course which makes them ineligible for recruitment by corporates, public sector organizations & denies opportunity to get in to higher education entrance examinations. Hence, you will make all your efforts to motivate every student in your subject to pass at the first attempt itself & make difference to their careers.

Certificates/Documents

At the time of collecting the copy of this Appointment Letter you are required to submit the all relevant academic certificates in original. They will be in the safe custody of our institution and will be returned to you when you leave our institution.

Confirmation

Confirmation of service will depend on your overall performance in academic and co academic activities, attitude to work, cooperation with colleagues and the initiative and commitment you show in discharging your responsibilities.

Probation and Leaves

You will be on probation for a period of one calendar year and only Casual Leaves can be availed as per NHCE Leave policy and no long leaves are permitted during this period.

Tenure of Service

We look forward to a stable tenure of service and a lasting relationship between you and the institution. Your appointment is subject to and shall be fully bound by the Service rules and regulations of NHCE with amendments that may be made from time to time.

You are not permitted to leave in the middle of an academic year. It is crucial to maintain the link and continuity of education at least within an academic year. By accepting this appointment, you are making a moral commitment to learners and leaving during the academic year is a serious breach of this commitment.

After minimum one year service period if you wish to leave the job, you are allowed to do so only at the end of the semester. You are required to give one month advance notice coinciding with end of semester. Incase you have joined the institution in between a particular academic year, your minimum period of service at NHCE will be for one full academic year, which means you are eligible to tender resignation only at the end of next academic year with one month's advance notice.

Personal Contribution

By virtue of the position offered to you, it is expected that you will be responsible for Character Building and Personality Development of your students.

Moral Code of Conduct

It is especially important for you to keep in mind for your students you will always be a role model within and outside the class. You must at all times and places strive to maintain the highest standards of conduct and discipline.

Maintenance of professional distance and the highest accepted social norms must be observed and maintained in social, religious, man-woman behavior and interactions with various stakeholders like students, staff, colleagues, parents and members of the public.

Fairness, neutrality and ethical behavior is expected at all times and in all contexts.

You shall ensure adherence to strict professional ethics without any compromise on any matter, howsoever trivial or insignificant it may appear to be.

Director - HR & Corporate Affairs

I, Mrs. Radha Khurana, have carefully read the terms and conditions of my employment and I have fully understood the same and accept them entirely. I acknowledge the receipt of the appointment letter on [REDACTED]

Signature:

Date: 12th June 2015



NHET

EDUCATION TRUST

New Horizon Educational Institution

100 Peel Road, Indiranagar, Bangalore - 560 008, Karnataka, India.
Tel: 91-80-2526 1735 Fax: 91-80-2526 3062 E-mail: nhcl@rediffmail.com
Website: <http://www.newhorizonindia.edu>

July 25, 2004

Mr. Prashanth K.S
#235C, 13th A Cross Road
A Sector, Yelahanka Satellite Town
BANGALORE 560 064

Dear Mr. Prashanth

Congratulations. It is our pleasure to appoint you as a Lecturer in Physics with effect from 23rd August 2004 in New Horizon College of Engineering (NHCE). NHCE is a unit of New Horizon Educational Institution known for providing quality education since 1970.

Our mission is to build world class Professionals and Technologists.

Our vision is to inculcate professionalism in our students to excel in real life situations to efficiently meet the challenges of the industry and the corporate sector at the global level.

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We invite only the highly skilled and committed personnel to join our team.

It is only with the help and enthusiasm of our staff members, that we continue to achieve such success. We hope you will share this enthusiasm with us.

The following is intended as an outline of NHCE generous employee benefit package as well as the expectations we will have over the course of your employment.

Compensation:

You will be in the pay scale of Rs.8000-275-13500 and your starting basic salary will be Rs.8,000.00 + the usual allowances. This will be subject to the statutory deductions at source inclusive of Professional Tax, Income Tax and such other deductions applicable from time to time.

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≡ Statement of Purpose ≡

New Horizon Educational Institution

100 Feet Road, Inmanagar, Bangalore - 560 008, Karnataka, India.
Tel: 91 - 80 - 2526 1735 Fax: 91 - 80 - 2526 3042 E-mail: nhei@rediffmail.com
Website: <http://www.newhorizonindia.edu>

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Submission of Certificates/Documents:

As it is a pre-requisite, you are required to submit all your certificates and associated documents to the Institute in original. They will be duly acknowledged. The same will be in safe custody of the Institute.

Tenure of Service:

We look forward to a stable tenure of service from you and for a lasting relationship with the Institute. Since the reputation of our college and the aim of our educational program would be adversely affected by frequent change of staff members, it is necessary to have a moral and legal binding to render a minimum desirable period of tenure. The service rules and regulations in force, with amendments from time to time govern this appointment, if any. If you wish to leave the job, two months' notice in advance should be given and same period of notice will be given to you in case management wants to relieve you.

This appointment is purely on probation basis for a period of two years. Confirmation of service depends on your overall performance in academic and co-curricular activities. Attitude to work, co-operation with other staff members, initiative and involvement are other criteria for confirmation.

No leave can be taken during this probation period, except for any emergency.

Personal Contribution:

By virtue of the position offered to you, it is expected that you will put in extra efforts to build the students' character and personality on your own without stipulating any terms since it will be incumbent on your part to mould the future of the student community.

Discipline:

You are expected to maintain the decorum and orderliness, as deemed by virtue of the position held by you and will endeavour to maintain a high level of esteem from your superiors, peers, subordinates and the student community at large. You shall not indulge in any activity which would be unbecoming of your position.

Oath of Secrecy:

Though not legally executed, you must mentally take oath not to divulge any part of our efforts on research and development and out innovative schemes.

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New Horizon Educational Institution

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: 3 :

Identification with the Institution:

You shall endeavour to identify yourself with the Institute and its objectives and contribute meaningfully to help to achieve the Institute's objectives on a year to year basis.

If the above terms and conditions are acceptable, you have to signify the same by signing on the copy of this order.

Thanking you,

With regards,



Dr. Hegde D.
Executive Director

Accepted

Signature.....

A handwritten signature of a person, followed by the text '(Signature)' in parentheses.

Date.....

26/7/2004

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NEW HORIZON COLLEGE OF ENGINEERING

(Accredited by NBA, Permanently affiliated to VTU)

Ref: NHCE /EST-APPT-3493/EEE/2009
February 10, 2009

Ms. K C R Nisha,
No. 101, Indu Pride Apartments,
C V Raman Nagar, Kadadapura,
BANGALORE - 93

Dear Ms. Nisha,

Congratulations! It is our pleasure to appoint you as Sr. Lecturer in the Department of Electronics and Communication Engineering with effect from 12th February 2009 in New Horizon College of Engineering. NHCE is a unit of New Horizon Educational Institution known for providing quality education since 1970.

Our mission is to build world class Professionals and Technologists.

Our vision is to inculcate professionalism in our students to excel in real life situations to efficiently meet the challenges of the industry and the corporate sector at the global level.

Our motto "In Pursuit of Excellence" refers not just to academic excellence but to human excellence as well.

We invite only the highly skilled and committed personnel to join our team.

It is only with the help and enthusiasm of our staff members that we continue to achieve such success. We hope you will share this enthusiasm with us.

The following is intended as an outline of NHCE generous employee benefit package as well as the expectations we will have over the course of your employment.

Compensation

You will be in a pay scale of 10000-325-15200 with a basic pay of Rs.10000 + usual allowances. This will be subject to the statutory deductions at source inclusive of Professional Tax, Income Tax and such other deductions applicable from time to time.

Submission of Certificates/Documents

As it is a pre-requisite, you are required to submit all your certificates and associated documents to the institute in original. They will be duly acknowledged. The same will be in safe custody of the institute.

Tenure of Service

We look forward to a stable tenure of service from you and for a lasting relationship with the Institute. Since the reputation of our College and the aim of our educational program would be adversely affected by frequent change of staff members, it is necessary to have moral and legal binding to render a minimum desirable period of tenure.



NEW HORIZON COLLEGE OF ENGINEERING

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The service rules and regulations in force, with amendments from time to time govern this appointment.

This appointment is purely on probation basis for a period of one year. During this period no request for resignation will be entertained. Whereas, the management can relieve you from services without assigning any reason thereof.

Confirmation of service depends on your overall performance in academic and co-curricular activities. Attitude to work, co-operation with other staff members, initiative and involvement are other criteria for confirmation.

After confirmation, if you wish to leave the job, advance notice of two months should be given, to enable management to make alternative arrangements, to avoid adverse effect on academic activity. Timing it, this should coincide with the end of the semester or academic year, such that no dislocation of planned academic work occurs.

No leave can be taken during the probation period, except for any emergency.

Personal Contribution

By virtue of the position offered to you, it is expected that you will put in extra efforts to build the students' character and personality on your own without stipulating any terms since it will be incumbent on your part to mould the future of the student community.

Discipline

You are expected to maintain the decorum and orderliness, as deemed by virtue of the position held by you and will endeavour to maintain a high level of esteem from your superiors, peers, subordinates and the student community at large. You shall not indulge in any activity, which would be unbecoming of your position.

Oath of Secrecy

Though not legally executed, you must take oath not to divulge any part of our efforts on research and development and our innovative schemes.

Identification with the Institution

You shall endeavour to identify yourself with the Institute and its objectives and contributes meaningfully to help to achieve the Institute's objectives on a year-to-year basis.

If the above terms and conditions are acceptable, you have to signify the same by signing on the copy of this order.

Dr. H. G. Chandrakanth
Principal

Accepted _____
Signature:
Date: 10-4-2004



NEW HORIZON COLLEGE OF ENGINEERING

(Approved by AEA, Permanently Affiliated to VTU)

A Recipient of Prestigious Rajyotsava State Award 2012 by the Government of Karnataka.

Ref: NHCE/EST/APPT-1324/2013

June 14, 2013

Mr. Naresh K.S
Kondareddyapalli (V)
Bagepalli (T) & Post,
Chickaballapur - 561207

Dear Mr. Naresh,

Congratulations! It is our pleasure to appoint you as Jr. Assistant Professor in the Department of Mechanical Engineering in New Horizon College of Engineering, Bangalore. Kindly report for duty on 24th July 2013 at 9:00 AM. New Horizon College of Engineering is a unit of New Horizon Educational Institution, founded in 1970 to provide quality education.

Our mission is to build world class Professionals and Technologists.

Our vision is to inculcate professionalism in our students to excel in real life situations to efficiently meet the challenges of the industry and the corporate sector at the global level.

Our motto 'In Pursuit of Excellence' refers not just to academic excellence but to human excellence as well.

As a member of a team of highly skilled and committed personnel we hope you will share our ideas and high expectations and work towards achieving our aims and objectives.

It is only with the help and enthusiasm of our staff members that we continue to achieve such success. We hope you will share this enthusiasm with us.

The following is intended as an outline of NHCE employee benefit package as well as the expectations we will have over the course of your employment.

Compensation:

You will be in the pay scale of Rs. 15600 Basic + DA, HRA, CCA + PF per month.

The above is subject to the statutory deductions at source and includes Income Tax, Professional Tax and other deductions applicable from time to time.

The above salary has been fixed based on the expectation that you will publish / present papers in National and International Journals on a regular basis (at least 2 papers in an academic year).

You would appreciate the fact that salaries of all teaching and non-teaching staff are paid from students' fees pool. It is observed that good number of students will have backlog even at the time of final semester of the course, which makes them ineligible for recruitment by corporates, public sector organizations & deny opportunity to get in to higher education entrance examinations. Hence, you will make all your efforts to motivate every student in your subject to pass at the first attempt itself & make difference to their careers.

Certificates/Documents

At the time of collecting the copy of this Appointment Letter you are required to submit the all relevant academic certificates in original. They will be in the safe custody of our institution and will be returned to you when you leave our institution.

Confirmation

Confirmation of service will depend on your overall performance in academic and co academic activities, attitude to work, cooperation with colleagues and the initiative and commitment you show in discharging your responsibilities.

Probation and Leaves

You will be on probation for a period of one calendar year and only Casual Leaves can be availed as per NHCE Leave policy and no long leaves are permitted during this period.

Tenure of Service

We look forward to a stable tenure of service and a lasting relationship between you and the Institution. Your appointment is subject to and shall be fully bound by the Service rules and regulations of NHCE with amendments that may be made from time to time.

You are not permitted to leave in the middle of an academic year. It is crucial to maintain the link and continuity of education at least within an academic year. By accepting this appointment, you are making a moral commitment to learners and leaving during the academic year is a serious breach of this commitment.

After minimum one year service period if you wish to leave the job, you are allowed to do so only at the end of the semester. You are required to give one month advance notice coinciding with end of semester. Incase you have joined the institution in between a particular academic year, your minimum period of service at NHCE will be for one full academic year, which means you are eligible to tender resignation only at the end of next academic year with one month's advance notice.

Personal Contribution

By virtue of the position offered to you, it is expected that you will be responsible for Character Building and Personality Development of your students.

Moral Code of Conduct

It is especially important for you to keep in mind for your students you will always be a role model within and outside the class. You must at all times and places strive to maintain the highest standards of conduct and discipline.

Maintenance of professional distance and the highest accepted social norms must be observed and maintained in social, religious, man-woman behavior and interactions with various stakeholders like students, staff, colleagues, parents and members of the public.

Fairness, neutrality and ethical behavior is expected at all times and in all contexts.

You shall ensure adherence to strict professional ethics without any compromise on any matter, howsoever big or insignificant it may appear to be.


Director – HR & Corporate Affairs

I.M. Naveen K. S. I have carefully read the terms and conditions of my appointment and I have fully understood the same and accept them entirely. I acknowledge the receipt of the appointment letter intimated.

Signature 
Date: 21/10/17



N H E I

A P U R S U I T O F E X C E L L E N C E

New Horizon Educational Institution

100 Feet Road, Indiranagar, Bangalore - 560 008, Karnataka, India.
Tel: 91 - 80 - 2526 1735 Fax: 91 - 80 - 2526 3042 E-mail: nhei@rediffmail.com
Website: <http://www.newhorizonindia.edu>

May 31, 2004

Mr. Nagaraju Kilari
Sangeevaiah Nagar,
1st Line, Arundel Post,
Guntur, AP

Dear Mr. Nagaraju

Congratulations. It is our pleasure to appoint you as a Lecturer in the Department of Computer Applications with effect from 1st June 2004 in New Horizon College of Engineering (NHCE). NHCE is a unit of New Horizon Educational institution known for providing quality education since 1970.

Our mission is to build world class Professionals and Technologists.

Our vision is to inculcate professionalism in our students to excel in real life situations to efficiently meet the challenges of the industry and the corporate sector at the global level.

Our moto "In Pursuit of Excellence" refers not just to academic excellence but to human excellence as well.

We invite only highly skilled and committed personnel to join our team.

It is only with the help and enthusiasm of our staff members, that we continue to achieve such success. We hope you will share this enthusiasm with us.

The following is intended as an outline of NHCE generous employee benefit package as well as the expectations we will have over the course of your employment.

Compensation:

You will be in the pay scale of Rs. 8000-275-13500 and your starting basic salary will be Rs. 8000.00 + the usual allowances. This will be subject to the statutory deductions at source inclusive of Professional Tax, Income Tax and such other deductions applicable from time to time.

- ▲ NEW HORIZON AMERICAN STUDIES CENTER
- ▲ NEW HORIZON COLLEGE OF ENGINEERING
- ▲ NEW HORIZON COLLEGE
- ▲ NEW HORIZON COLLEGE OF EDUCATION
- ▲ NEW HORIZON COLLEGE FOR WOMEN
- ▲ NEW HORIZON ENGLISH SCHOOL
- ▲ NEW HORIZON PUBLIC SCHOOL



NHEI

A PILLAR OF EXCELLENCE

New Horizon Educational Institution

100 Feet Road, Indiranagar, Bangalore - 560 008, Karnataka, India
Tel: 91-80-2526 1731, Fax: 91-80-2526 3047 E-mail: nhe@newhorizonindia.edu
Website: <http://www.newhorizonindia.edu>

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Submission of Certificates/Documents:

As it is a pre-requisite, you are required to submit all your certificates and associated documents to the Institute in original. They will be duly acknowledged. The same will be in safe custody of the Institute.

Tenure of Service:

We look forward to a stable tenure of service from you and for a lasting relationship with the Institute. Since the reputation of our college and the aim of our educational program would be adversely affected by frequent change of staff members, it is necessary to have a moral and legal binding to render a minimum desirable period of tenure. The service rules and regulations in force, with amendments from time to time govern this appointment, if any. If you wish to leave the job, two months' notice in advance should be given and same period of notice will be given to you in case management wants to relieve you.

This appointment is purely on probation basis for a period of two years. Confirmation of service depends on your overall performance in academic and co-curricular activities. Attitude to work, co-operation with other staff members, initiative and involvement are other criteria for confirmation.

No leave can be taken during this probation period, except for any emergency.

Personal Contribution:

By virtue of the position offered to you, it is expected that you will put in extra efforts to build the students' character and personality on your own without stipulating any terms since it will be incumbent on your part to mould the future of the student community.

Discipline:

You are expected to maintain the decorum and orderliness, as deemed by virtue of the position held by you and will endeavour to maintain a high level of esteem from your superiors, peers, subordinates and the student community at large. You shall not indulge in any activity which would be unbecoming of your position.

Oath of Secrecy:

Though not legally executed, you must mentally take oath not to divulge any part of our effects on research and development and our innovative schemes.

- ▲ NEW HORIZON AMERICAN STUDIES CENTER
- ▲ NEW HORIZON COLLEGE OF ENGINEERING
- ▲ NEW HORIZON COLLEGE
- ▲ NEW HORIZON COLLEGE OF EDUCATION
- ▲ NEW HORIZON COLLEGE FOR WOMEN
- ▲ NEW HORIZON ENGLISH SCHOOL
- ▲ NEW HORIZON PUBLIC SCHOOL



N H E I

UNIVERSITY OF EXCELLENCE

New Horizon Educational Institution

100 Feet Road, Indiranagar, Bangalore - 560 008, Karnataka, India.

Tel : 91 - 80 - 2526 1733 Fax : 91 - 80 - 2526 3042 E-mail : nhei@rediffmail.com

Website : <http://www.newhorizonindia.edu>

: 3 :

Identification with the Institution:

You shall endeavour to identify yourself with the institute and its objectives and contribute meaningfully to help to achieve the institute's objectives on the year to year basis.

If the above terms and conditions are acceptable, you have to signify the same by signing on the copy of this order.

Thanking you,

With regards,

Dr. Hema D
Executive Director

Accepted

Signature

Date 21.05.2004

- A NEW HORIZON AMERICAN STUDIES CENTER
- A NEW HORIZON COLLEGE OF ENGINEERING
- A NEW HORIZON COLLEGE
- A NEW HORIZON COLLEGE OF EDUCATION
- A NEW HORIZON COLLEGE FOR WOMEN
- A NEW HORIZON ENGLISH SCHOOL
- A NEW HORIZON PUBLIC SCHOOL



NEW HORIZON COLLEGE OF ENGINEERING

(Accredited by NBA, Permanently Affiliated to VTU)

Ref: NHCE/EST/APPT-1220/ 2012

July 02, 2012

Ms. Mounica B
Srirama Nilaya, Kavariappa Layout
Panatur
Bangalore - 560103

Dear Ms. Mounica,

Congratulations! It is our pleasure to appoint you as Jr. Assistant Professor in the Department of Information Science & Engineering, Bangalore. Kindly report for duty on July 25, 2012 at 9:00 AM. New Horizon College of Engineering is a unit of New Horizon Educational Institution, founded in 1970 to provide quality education.

Our mission is to build world class Professionals and Technologists.

Our vision is to inculcate professionalism in our students to excel in real life situations to efficiently meet the challenges of the industry and the corporate sector at the global level.

Our motto 'In Pursuit of Excellence' refers not just to academic excellence but to human excellence as well.

As a member of a team of highly skilled and committed personnel we hope you will share our ideals and high expectations and work towards achieving our aims and objectives.

It is only with the help and enthusiasm of our staff members that we continue to achieve such success. We hope you will share this enthusiasm with us.

The following is intended as an outline of NHCE employee benefit package as well as the expectations we will have over the course of your employment.

Compensation

You will be in the pay scale of Rs. 15600 Basic + DA, HRA & CCA per month.

The above is subject to the statutory deductions at source and includes Income Tax, Professional Tax and other deductions applicable from time to time.

The above salary has been fixed based on the expectation that you will publish / present papers in National and International Journals on a regular basis (at least 2 papers in an academic year).

You would appreciate the fact that salaries of all teaching and non teaching staff are paid from students' fees pool. It is observed that good number of students will have backlog even at the time of final semester of the course, which makes them ineligible for recruitment by corporates, public sector organizations & deny opportunity to get in to higher education entrance examinations. Hence, you will make all your efforts to motivate every student in your subject to pass at the first attempt itself & make difference to their careers.

Ring Road, Kadubussanhalli, Bellandur Post, Near Marathalli, Bangalore - 560 103.

Tel : 080-6529 7777 Fax : 080-2844 0770

E-mail : nhceoffice@newhorizonindia.edu Web : www.newhorizonindia.edu

Certificates/Documents

At the time of collecting the copy of this Appointment Letter you are required to submit the all relevant academic certificates in original. They will be in the safe custody of our institution and will be returned to you when you leave our institution.

Confirmation

Confirmation of service will depend on your overall performance in academic and co academic activities, attitude to work, cooperation with colleagues and the initiative and commitment you show in discharging your responsibilities.

Tenure of Service

We look forward to a stable tenure of service and a lasting relationship between you and the institution.

Your appointment is subject to and shall be fully bound by the Service rules and regulations of NHCE with amendments that may be made from time to time.

You are not permitted to leave in the middle of an academic year. It is crucial to maintain the link and continuity of education at least within an academic year. By accepting this appointment, you are making a moral commitment to learners and leaving during the academic year is a serious breach of this commitment.

After minimum one year service period if you wish to leave the job, you are allowed to do so only at the end of the academic year. You are required to give two months advance notice coinciding with end of academic year. Incase you have joined the institution in between a particular academic year, your minimum period of service at NHCE will be for one full academic year, which means you are eligible to tender resignation only at the end of next academic year with two months advance notice.

Personal Contribution

By virtue of the position offered to you, it is expected that you will be responsible for Character Building and Personality Development of your students.

Moral Code of Conduct

It is especially important for you to keep in mind for your students; you will always be a role model within and outside the class. You must at all times and places strive to maintain the highest standards of conduct and discipline.

Maintenance of professional distance and the highest accepted social norms must be observed and maintained in social, religious, man-woman behavior and interactions with various stakeholders like students, staff, colleagues, parents and members of the public.

Fairness, neutrality and ethical behavior is expected at all times and in all contexts.

You shall ensure adherence to strict professional ethics without any compromise on any matter, howsoever trifling or insignificant it may appear to be.

Director - HR & Corporate Affairs

I, Mr. Mourad B, have carefully read the terms and conditions of my employment and I have fully understood the same and accept them entirely. I acknowledge the receipt of the signed contract in original.

Signature:

Date: 25/07/2012



NEW HORIZON

COLLEGE OF ENGINEERING

(Accredited by NBA, Permanently Affiliated to UGC-NET)

Ref: NHICE/EST-APPET-1131/2012

May 22, 2012

Mrs. Chenna Reddy Kavitha
No. 545, 25th Main,
BTM Layout, II nd Stage,
Bangalore - 560076

Dear Mrs. Kavitha,

Congratulations! It is our pleasure to appoint you as Jr. Assistant Professor in the Department of Electrical & Electronics Engineering in New Horizon College of Engineering, Bangalore. Kindly report for duty on 27th July 2012 at 9.00 AM. New Horizon College of Engineering is a unit of New Horizon Educational Institution, founded in 1970 to provide quality education.

Our mission is to build world-class Professionals and Technologists

Our vision is to inculcate professionalism in our students to excel in real life situations to efficiently meet the challenges of the industry and the corporate sector at the global level.

Our motto "In Pursuit of Excellence" refers not just to academic excellence, but to human excellence as well.

As a member of a team of highly skilled and committed personnel we hope you will share our ideas and high expectations and work towards achieving our aims and objectives.

It is only with the help and enthusiasm of our staff members that we continue to achieve such success. We hope you will share the excitement.

The following is intended as an outline of NHCE employee benefit package as well as the expectations we will have over the course of your employment.

Compensation

You will be in the pay scale of Rs. 15500 Basic+ Two increments + DA, HRA & CCA.

The above is subject to the statutory deductions at source and includes Income Tax, Professional Tax and other statutory contributions applicable from time to time.

The above salary has been fixed based on the expectation that you will publish / present papers in National and International Journals on a regular basis (at least 3 papers).

You would appreciate the fact that salaries of all teaching and non teaching staff are paid from students' fees pool. It is observed that good number of students will have backlog even at the time of final semester of the course, which makes them ineligible for recruitment by corporates, public sector organizations & deny opportunity to get in to higher education entrance examinations. Hence, you will make all your efforts to motivate every student in your subject to pass at the first attempt itself & make difference in their future.

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Certificates/Documents

At the time of collecting the copy of this Appointment Letter you are required to submit the all relevant academic certificates in original. They will be in the safe custody of our institution and will be returned to you when you leave our institution.

Confirmation.

Confirmation of service will depend on your overall performance in academic and co academic activities, attitude to work, cooperation with colleagues and the initiative and commitment you show in discharging your responsibilities.

Tenure of Service

We look forward to a stable tenure of service and a lasting relationship between you and the Institution. Your appointment is subject to and shall be fully bound by the Service rules and regulations of NHCE with amendments that may be made from time to time.

You are not permitted to leave in the middle of an academic year. It is crucial to maintain the link and continuity of education at least within an academic year. By accepting this appointment, you are making a moral commitment to us. Leaving during the academic year is a serious breach of this commitment.

After minimum one year service period if you wish to leave the job, you are allowed to do so only at the end of the semester. You are required to give one month advance notice coinciding with end of semester. Incase you have joined the institution in between a particular academic year, your minimum period of service at NHCE will be for one full academic year, which means you are eligible to tender resignation only at the end of next academic year with two months advance notice.

Personal Contribution

By virtue of the position offered to you, it is expected that you will be responsible for Character Building and Personality Development of your students.

Moral Code of Conduct

It is especially important for you to keep in mind for your students you will always be a role model within and outside the class. You must at all times and places strive to maintain the highest standards of conduct and discipline.

Maintenance of professional distance and the highest accepted social norms must be observed and maintained in social, religious, man-woman behavior and interactions with various stakeholders like students, staff, colleagues, parents and members of the public.

Fairness, neutrality and ethical behavior is expected at all times and in all contexts.

You shall ensure adherence to strict professional ethics without any compromise on any matter, howsoever trivial or insignificant it may appear to be.

Director – HR & Corporate Affairs

I, Mrs. Charita Reddy Kavitha have carefully read the terms and conditions of my employment and I have fully understood the same and accept them entirely. I acknowledge the receipt of the appointment letter in original.

Signature : Ch. Kavitha

Date: 22-05-2012



NEW HORIZON COLLEGE OF ENGINEERING

Accredited by NAAC Permanent Accredition VII

A Recipient of Prestigious Rajyotsava State Award 2012 by the Government of Karnataka

Ref: NHCE/EST/APPT-1326/2013

June 14, 2013

Mr. Kamalasish Deb
Flat 81, 2nd D Main Road,
Brindavan Nagar, Thavarekere,
Bangalore - 560029

DOS - 15/11/13

Dear Mr. Kamalasish,

Congratulations! It is our pleasure to appoint you as Jr. Assistant Professor in the Department of Mechanical Engineering in New Horizon College of Engineering, Bangalore. Kindly report for duty on 20th July 2013 at 9:00 AM. New Horizon College of Engineering is a unit of New Horizon Educational Institution, founded in 1970 to provide quality education.

Our mission is to build world class Professionals and Technologists.

Our vision is to inculcate professionalism in our students to excel in real life situations to efficiently meet the challenges of the industry and the corporate sector at the global level.

Our motto "In Pursuit of Excellence" refers not just to academic excellence but to human excellence as well.

As a member of a team of highly skilled and committed personnel we hope you will share our ideas and high expectations and work towards achieving our aims and objectives.

It is only with the help and enthusiasm of our staff members that we continue to achieve such success. We hope you will share this enthusiasm with us.

The following is intended as an outline of NHCE employee benefit package as well as the expectations we will have over the course of your employment.

Compensation

You will be in the pay scale of Rs. 15600 Basic + DA, HRA, CCA + PF per month.

The above is subject to the statutory deductions at source and includes Income Tax, Professional Tax and other deductions applicable from time to time.

The above salary has been fixed based on the expectation that you will publish / present papers in National and International Journals on a regular basis (at least 2 papers in an academic year).

You would appreciate the fact that salaries of all teaching and non-teaching staff are paid from students' fees pool. It is observed that good number of students will have backlog even at the time of final semester of the course, to higher education entrance examinations. Hence, you will make all your efforts to motivate every student in your subject to pass at the first attempt well & make difference to their careers.

Certificates/Documents

At the time of collecting the copy of this Appointment Letter you are required to submit the all relevant academic certificates in original. They will be in the safe custody of our institution and will be returned to you when you leave our institution.

Confirmation

Confirmation of service will depend on your overall performance in academic and co academic activities, attitude to work, cooperation with colleagues and the initiative and commitment you show in discharging your responsibilities.

Probation and Leaves

You will be on probation for a period of one calendar year and only Casual Leaves can be availed as per NHCE Leave policy and no long leaves are permitted during this period.

Tenure of Service

We look forward to a stable tenure of service and a lasting relationship between you and the institution. Your appointment is subject to and shall be fully bound by the Service rules and regulations of NHCE with amendments that may be made from time to time.

You are not permitted to leave in the middle of an academic year. It is crucial to maintain the link and continuity of education at least within an academic year. By accepting this appointment, you are making a moral commitment to learners and leaving during the academic year is a serious breach of this commitment.

After minimum one year service period if you wish to leave the job, you are allowed to do so only at the end of the semester. You are required to give one month advance notice coinciding with end of semester. Incase you have joined the institution in between a particular academic year, your minimum period of service at NHCE will be for one full academic year, which means you are eligible to tender resignation only at the end of next academic year with one months advance notice.

Personal Contribution

By virtue of the position offered to you, it is expected that you will be responsible for Character Building and Personality Development of your students.

Moral Code of Conduct

It is especially important for you to keep in mind for your students you will always be a role model within and outside the class. You must at all times and places strive to maintain the highest standards of conduct and discipline.

Maintenance of professional distance and the highest accepted social norms must be observed and maintained in social, religious, man-woman behavior and interactions with various stakeholders like students, staff, colleagues, parents and members of the public.

Fairness, neutrality and ethical behavior is expected at all times and in all contexts.

You shall ensure adherence to strict professional ethics without any compromise on any matter, howsoever trifling or insignificant it may appear to be.

Director – HR & Corporate Affairs

I, Mr. Kamlesh Desai, have carefully read the terms and conditions of my employment and I have fully understood the same and accept them entirely. I acknowledge the receipt of the appointment letter in original.

Signature: Date: 15/06/2013



NEW HORIZON COLLEGE OF ENGINEERING

(Accredited by NBA and permanently affiliated to VTU, Belgaum)

Ref: NHCE/EST/APPT-2375/ECE/2008
June 12, 2008

Ms. Ishani Mishra,
Flat No.201, Lakshmi Residency,
Cauvery Layout, G.M. Palya,
BANGALORE.

Dear Ms. Ishani Mishra,

Congratulations: It is our pleasure to appoint you as Lecturer in the Department of Electronics and Communication Engineering with effect from 4th August 2008 in New Horizon College of Engineering (NHCE). NHCE is a unit of New Horizon Educational Institution known for providing quality education since 1970.

Our mission is to build world class Professionals and Technologists.

Our vision is to inculcate professionalism in our students to excel in real life situations to efficiently meet the challenges of the industry and the corporate sector at the global level.

Our motto "In Pursuit of Excellence" refers not just to academic excellence but to human excellence as well.

We invite only the highly skilled and committed personnel to join our team.

It is only with the help and enthusiasm of our staff members that we continue to achieve such success. We hope you will share this enthusiasm with us.

The following is intended as an outline of NHCE generous employee benefit package as well as the expectations we will have over the course of your employment.

Compensation:

You will be in the pay scale of Rs. 8000-275-13500 with a basic pay of Rs.8000 + usual allowances. This will be subject to the statutory deductions at source inclusive of Professional Tax, Income Tax and such other deductions applicable from time to time.

Submission of Certificates/Documents

As it is a pre-requisite, you are required to submit all your certificates and associated documents to the institute in original. They will be duly acknowledged. The same will be in safe custody of the institute.

Tenure of Service

We look forward to a stable tenure of service from you and for a lasting relationship with the Institute. Since the reputation of our College and the aim of our educational program would be adversely affected by frequent change of staff members, it is necessary to have moral and legal binding to render a minimum desirable period of tenure.



NEW HORIZON

COLLEGE OF ENGINEERING

(Accredited by NBA and permanently affiliated to VTU, Belgaum)

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The service rules and regulations in force, with amendments from time to time govern this appointment.

This appointment is purely on probation basis for a period of one year. During this period no request for resignation will be entertained. Whereas, the management can relieve you from services without assigning any reason thereof.

Confirmation of service depends on your overall performance in academic and co-curricular activities. Attitude to work, co-operation with other staff members, initiative and involvement are other criteria for confirmation.

After confirmation, if you wish to leave the job, advance notice of two months should be given, to enable management to make alternative arrangements, to avoid adverse effect on academic activity. Timing it, this should coincide with the end of the semester or academic year, such that no dislocation of planned academic work occurs.

No leave can be taken during the probation period, except for any emergency.

Personal Contribution

By virtue of the position offered to you, it is expected that you will put in extra efforts to build the students' character and personality in your area without stipulating any terms since it will be incumbent on your part to mould the future of the student community.

Discipline

You are expected to maintain the decorum and orderliness, as deemed by virtue of the position held by you and will endeavour to maintain a high level of esteem from your superiors, peers, subordinates and the student community at large. You shall not indulge in any activity, which would be unbecoming of your position.

Oath of Secrecy

Though not legally executed, you must take oath not to divulge any part of our efforts on research and development and our innovative schemes.

Identification with the Institution:

You shall endeavour to identify yourself with the Institute and its objectives and contributes meaningfully to help to achieve the Institute's objectives on a year-to-year basis.

If the above terms and conditions are acceptable, you have to signify the same by signing on the copy of this order.

H.G. Chandranth

Dr. H. G. Chandranth
Principal

Accepted:

Signature: *[Signature]*

Date: 10/10/08