



Moodlakatte Institute of Technology

(A Unit of Moodlakatte Nagarathna Bhujanga Shetty Trust (R.))

(Approved by AICTE, New Delhi & Affiliated to V.T.U., Belagavi)

Moodlakatte - 576 217, Kundapura Taluk, Udupi District, Karnataka

A WIDE
HORIZON OF
OPPORTUNITIES

Ref.No.: MIT/OFF/20-21/21-015

Date: 05/12/2020

To,

Ms. Kavya
D/o Krishna Poojary
Karthik Nilaya, 529-3A
Back to Ganapathi Temple
Near to BSNL Tower, Vittalwadi
Kundapura Post and Village
Udupi District-576201

OFFICE OF THE CHAIRMAN

Dear Ms. Kavya,

Appointment Order

Moodlakatte Institute of Technology, Moodlakatte is pleased to appoint you as **Assistant Professor in MBA in Moodlakatte Institute of Technology**, with effect from 05/12/2020.

Terms and Conditions:

- You will be paid as per AICTE Pay scale of Rs. 15600-39100 and your salary including all the allowances is **Rs.15,600/-** per month.
- You are required to submit the Relieving order from the earlier employer, if you are already employed.
- Your presence in the College is required during working hours and whenever required by the College.
- You will be on probation for one year from the date of joining.
- Your increments, promotion etc., will purely depend upon your performance, efficiency, regular attendance, sense of discipline, loyalty, good behaviour and upholding the MITK values.
- You will be under the administrative control of the Principal and functionally reporting to the Head of the Department of MBA.

Principal

Moodlakatte Institute of Technology
Moodlakatte, Kundapura - 576217

Udupi Dist, Karnataka
Website : www.mitkundapura.com

- vii. You will be bound by service rules and regulations enforced by MITK from time to time in relation to conduct, discipline, leave, holiday or any other matters in relation to the service conditions. You are required to submit your original Marks cards/Certificates for verification by the University.
- viii. You will not be permitted to leave the job during the Semester.
- ix. Your employment with the institution will cease in the manner as set out in the Service Rules book, which may amended from time to time.
- x. Under any or all circumstances, you should not make any public statements or press releases about the institution, without written authorization from the institute.
- xi. During the employment, you shall not undertake any activity which creates or could create, an actual or perceived conflict of interest with your employment, or which anyway compromises your duty of loyalty to the institution.
- xii. Your appointment is subject to background checks, if any, to be conducted by the institution. If the result of the background checks reveal information that is inconsistent with our standards, this appointment may be rescinded or your appointment with the institute may be subject to immediate termination.
- xiii. It is understood that this employment is being offered to you on the basis of the particulars submitted by you in your application for employment. However, if anytime it should emerge that the particulars furnished by you are false/incorrect or if the material or relevant information has been suppressed or concealed, this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.
- xiv. This appointment is also subject to the institution receiving full satisfactory reports from the references cited in your job application.
- xv. In case of resignation or termination of service, you may be relieved from your duties subject to a one month notice from either side or one month salary in lieu of notice.

We extend a hearty welcome to you to be a part of MITK family and wish you every success in your career with us, which we are sure you will find it quite enjoyable and rewarding. We look forward to a long, mutually beneficial and fruitful relationship with you. Kindly sign the duplicate copy of this letter as a token of acceptance of the Appointment Order.

Copy To: Office File.

Received

[Signature]

Moodlakatte Institute of Technology
Moodlakatte, Kundapura - 576217
Udupi Dist, Karnataka

[Signature]
Principal

[Signature]
Chairman

Chairman

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Udupi Dist, Karnataka