R.V. EDUCATIONAL INSTITUTIONS

Rashtreeya Sikshana Samithi Trust

Ref No: RSST/RVIM/DIRECTOR/6306/2017-18

8th January 2018



To,

Dr. Purushottam Bung,
Geetashankar, H.No. 03, Sanskruti Palms,
Mandoli Road, Belgaum-590008.

Sub: Offer of Appointment for Professor & Director, RVIM, Bengaluru.

Dear Sir,

This is with reference to your bio data and subsequent interview at RSST.

1. We are happy to offer you the post of Professor & Director in RV Institute of Management (RVIM), Bengaluru.
2. You will be paid a monthly gross compensation of ₹. 1,90,000/- plus ₹. 25,000/- for Housing (Statutory deductions will be made as per Govt. regulations). You will be eligible for 10% Annual Increment on the monthly compensation based on your performance.
3. You will report to Hon. Secretary, RSST and work as per duties delegated to you as Professor & Director of RVIM.
4. You will be bound by the rules and regulations of RSST and RVIM, revisions thereon.
5. The services can be terminated with Three months' notice by either side.
6. A detailed appointment letter with the breakup of compensation and duties and responsibilities will be issued to you in due course of time.
7. You will be required to join within 45 days of acceptance of this letter.

Wishing you all the best for happy and fruitful association.

Thanking you

With Regards,

(A.V.S. Murthy)
Hon. Secretary

Accept with sincere gratitude

(Prof. Purushottam Bung)

RASHTREEYA SIKSHANA SAMITHI TRUST
(RV Educational Institutions)
R.V. Teachers' College Building
2nd Block, Jayanagar, Bangalore – 560 011

Tel: (080) 26562386, 26561777
Date: March 05,2014

Ref No. /RSST/RVIM/Professor /Mar.-2014 479

Dr.Noor Firdoos Jahan,
No.47 , 7th Cross,
M.G Palya Main Road,
Bommanahalli,
Bangalore-560068

Dear Madam,

Sub: Letter of Appointment for the post of Teaching Staff- Professor

With reference to your Biodata and interview held, RSST is pleased to offer you the above post and you are presently posted to work at **RV Institute of Management** belonging to RSST on the terms & conditions set out in Annexures 1 and 2.

Consolidated Pay: Rs. 70,000/- per month

If you are interested in joining **RSST,** you are requested **to report to the Head of the above institution** with your acceptance on or before **31st March 2014** along with the following documents, failing which it will be considered that you are no more interested in this offer.

- Photocopies of Proof of date of birth (Xth std Marks Card/TC from School Authority/Passport only will be accepted).
- Address-proof / Originals to be produced for verification.
- 2 Passport size photos, if not submitted.
- Educational and Professional Certificates. Originals to be produced for verification
- Medical certificate from authorized & recognized doctor for fitness
- Relieving letter from the previous employer.

You will be bound by all the circulars, rules and regulations of RSST and modifications issued from time to time.

Please return the duplicate copy of this letter duly signed in token of your acceptance.

We wish you all the best during your association with our institution. We trust that, you will earn a good name for yourself and your family, through your honesty, sincerity, continuous development ,hard and committed work.

AVS Murthy
Hon. Secretary-RSST

Copy: Director, RVIM
- To check the documents and open the new service register.
- Monitor the performance and advice for confirmation.
- Annual confidential reports to be sent before the annual increments

Appt.letter/MBA/RVIM/Professor-March 2014

05/03/14

RASHTREEYA SIKSHANA SAMITHI TRUST
(RV Educational Institutions)
R.V. Teachers' College Building
2nd Block, Jayanagar, Bangalore – 560 011
Tel: (080) 26562386, 26561777

Ref No. 2712/RSST/RVIM/AP/October-2013 Date: October 17, 2013

Mrs. Anupama K .Malagi
"padmashri",647/ D , 9th "D' main ,
Hampinagar,
Bangalore - 560104

Madam,

Sub: Letter of Appointment for the post of Teaching Staff- Asst.Professor

With reference to your Biodata and interview held, RSST is pleased to offer you the above post and you are presently posted to work at **RV Institute of Management** belonging to RSST on the terms & conditions set out in Annexures 1 and 2.

AICTE Grade:	**Rs.15,600-39,100**
Basic pay:	**Rs.15,600/-** + Spl. pay of Rs 6000/=
DA:	**65% on Basic**
HRA	**25 % of basic**
CCA -	**Rs.300 ,**
Management share of PF-	**Rs.780/-**

21-10-13

If you are interested in joining **RSST**, you are requested to **report to the Head of the above institution** with your acceptance on or before **October 31, 2013 along** with the following documents;

- Photocopies of Proof of date of birth (X std Marks Card/TC from School Authority/Passport only will be accepted). Address-proof / Originals to be produced for verification.
- 2 Passport size photos, if not submitted.
- Educational and Professional Certificates. Originals to be produced for verification
- Medical certificate from authorized & recognized doctor for fitness
- Relieving letter from the previous employer.

Failing which it will be considered that you are no more interested in this offer.

You will be bound by all the circulars, rules and regulations of RSST and modifications issued from time to time.

Please return the duplicate copy of this letter duly signed in token of your acceptance..

We wish you all the best during your association with our institution. We trust that, you will earn a good name for yourself and your family, through your honesty, sincerity, continuous development and hard and committed work.

AVS Murthy
Hon. Secretary-RSST

Copy: Director, RVIM

- To check the documents and open the new service register.
- Monitor the performance and advice for confirmation.
- Annual confidential reports to be sent before the annual increment

17-10-13

RASHTREEYA SIKSHANA SAMITHI TRUST
(RV Educational Institutions)
R.V. Teachers' College Building
2nd Block, Jayanagar, Bangalore – 560 011

Tel: (080) 26562386, 26561777

Ref No.5665/RSST/RVIM/TT/Mar.-2016 Date: March 16th, 2016

Dr. Anupama K Malagi
630, I Floor,
9th D Main, Hampi Nagar,
BANGALORE – 560 104.

Dear Madam,

Sub: Letter of Appointment for the post of Teaching Staff- Associate Professor

With reference to your Biodata and interview held, RSST is pleased to offer you the above post and you are presently posted to work at **RV Institute of Management** belonging to RSST on the terms & conditions set out in Annexures 1 and 2.

AICTE Grade	:	**Rs.37400-67000/-**
Basic Pay	:	**Rs.37400/-**
Special Pay	:	**Rs.7000/-**
DA (86% on Basic)	:	**Rs.32164 /-**
HRA (25% on Basic)	:	**Rs.9350/-**
CCA (fixed)	:	**Rs.300/-**
Management Share of PF	:	**Rs.1800/-**

If you are interested in joining **RSST,** you are requested **to report to the Head of the above institution** with your acceptance on or before **March 23rd, 2016 along** with the following documents, failing which it will be considered that you are no more interested in this offer.

- Photocopies of Proof of date of birth (X std Marks Card/TC from School Authority/Passport only will be accepted). Address-proof / Originals to be produced for verification.
- 2 Passport size photos, if not submitted.
- Educational and Professional Certificates. Originals to be produced for verification
- Medical certificate from authorized & recognized doctor for fitness
- Relieving letter from the previous employer.

You will be bound by all the circulars, rules and regulations of RSST and modifications issued from time to time.
Please return the duplicate copy of this letter duly signed in token of your acceptance.

We wish you all the best during your association with our institution. We trust that, you will earn a good name for yourself and your family, through your honesty, sincerity, continuous development, hard and committed work.

AVS Murthy
Hon. Secretary-RSST

Copy: Director, RVIM
- To check the documents and open the new service register.
- Monitor the performance and advice for confirmation.
- Annual confidential reports to be sent before the annual increment

Rashtreeya Sikshana Samithi Trust ®
RV Educational Institutions ®

Ref No: RSST/HR/APPT/RVIM/2022-23/ 2846 **Date:22.08.2022**

Dr. Tamizharasi D
No. 2469, 3rd Cross,
Mudinalpalya Main Road,
D Group Layout Nagarbhavi 2nd Stage
Bengaluru-560072.

Sub: Offer of appointment for the post of **Professor.**

Dear Madam,

This is with reference to your application for the above position and subsequent interview held at Rashtreeya Sikshana Samithi Trust (RSST), Bangalore. We are happy to offer you the position of Professor in R.V Institute of Management as per the terms and conditions mentioned in Annexure - A & B to this offer of appointment.

You will be paid a gross salary of ₹1,60,000/- per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

You are required to report for duty with all your credentials, relieving letter from the current employer and Pre-employment Medical check-up by a Registered Medical Practitioner as per the format enclosed.

You are requested to send your acceptance of this offer and report for duty on or before 10.09.2022, failing which the offer stands cancelled and withdrawn.

We look forward to your joining our Institution for a long and successful association.

Yours sincerely,

Dr.(h.c.) A.V.S. MURTHY
Hon. Secretary

Copy to: 1) Director, RV Institute of Management
2) Superintendent-RSST

ANNEXURE-A

Terms and Conditions of appointment of Dr. Tamizharasi D:

1. You will be paid a gross salary of **₹.1,60,000/-** per month as per the details given below:
   - **Basic with DA : ₹.60,000/-**
   - **Other Allowance : ₹.50,000/-**
   - **Personal Pay : ₹.50,000/-**
   - **EPF : Eligible on Gross limited to ₹.1,800/- contribution.**
   - **ESI : Not Eligible.**
2. You will report to the Director or any other officer nominated by Hon. Secretary/RSST.
3. You will be on Contract for a period of ONE year from date of reporting.
4. A refundable security deposit of one-month gross salary will be deducted in ten equal monthly instalments as per Institution Policy.
5. Your services are liable to be terminated by giving ONE month's notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct, where in you will not be entitled to any such notice or salary in lieu of notice. Taking into consideration the nature of your duty, it will be absolutely necessary for you to work for the Establishment during the notice period unless the Management specifically waives the same.
6. Your appointment and continuation in employment with RSST will be subject to your remaining medically fit. You are required to subject yourself for medical examination before the Medical Officer, specified by the Management, as and when called upon to do so.
7. You will be a whole-time employee of RSST and you shall devote yourself exclusively to the interest of the establishment. You will not engage yourself anywhere in any other work, profession or employment in any capacity either honorary or otherwise, whilst in the services of this Establishment without the prior approval of Management.
8. You will not at any time, without the consent of the Appointing Authority disclose or divulge or make public except on legal requirements any information about the Establishment and affairs or secrets whether the same may be confided to you or become known to you in course of your services with the Establishment or otherwise, to any other individual or Institution or any customer, while in the services of the Establishment or even after you leave the services.
9. You will be governed by the Rules & Regulations of RSST and the Institution where you are posted as in force from time to time.
10. You will follow the working timings and holidays of the posted Institution for your category.
11. You will perform the works assigned by your superiors with honesty, sincerity and efficiently.
12. If you absent from work for more than 8 days continuously without approval of the Director/reporting Officer your services are liable for termination without any notice.
13. You will continuously work towards upgrading your knowledge by actively participating in all Training programs offered by the Institution.
14. You will retire from the services of the Establishment on attaining the age of 58 years. For the proof of your age, the Management considers only the date of Birth, as mentioned in the Karnataka Secondary Education Examination Certificate (SSLC). The date of birth once furnished and admitted shall be final and no change will be entertained.
15. If it is found that you have misrepresented any information in your application for employment or at the time of interview or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
16. "Appointment is being made on contractual basis for a fixed period as stated in the appointment letter. Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay will be payable to you. Since your appointment is being made for a specific period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu of one-month notice thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service."
17. You are expected to maintain high standard of discipline and integrity.

(Dr. Tamizharasi D)
Candidate Signature

Date: /08/2022

ANNEXURE-B

Duties and Responsibilities of Dr. Tamizharasi D:

1. You will follow the instructions of Head of the Institution or his nominated representative.
2. As discussed you will contribute to the growth of the Institution in following ways and means;
   a. Learning and Curriculum Design.
      - Bringing experimental learning approach to the class that not only enhances learning process but also helps students to understand the concepts with logical reasoning.
      - Planning and strategising the formation of a formal student's club that will take the charge of various activities in the institute and helping the student's club to function and operate in the same manner as they do in premier Institution like IIMs and ISB.
      - Designing mentoring system that will be more visible, transparent and functional giving a way to two-way communication and handling student's problems individually.
      - Introducing NPTEL courses and other MOOCs to enhance the knowledge base of students' especially for all foundation courses.
      - Engaging and guiding students to research.
      - Prepare Lesson Plan, Teaching/course Material, Video Lectures, PPTs, etc. Preparation of course docket.
      - Using QuikIrn LMS, Piruby and other electronic platforms to its best capacity. Using of innovative pedagogical tools.
      - Facilitation/coordinating for compliance activities. Institution governance and other activities like Accreditation, LIC, AICTE, Website, OBE, IQAC, Autonomy, University and Examination, etc.
      - Engaging students and guide them to write case studies that are published in reputed journal.
   b. Research and Consultancy
      - Helping to grow research culture in institution by organizing workshops and seminars in collaboration with Professors and Research Chairs from premier institutions.
      - Bringing collaborative research initiatives to the institute.
      - Bringing funds and grants for organizing FDP, seminar and workshops (ICSSR, NCW, MCX, etc.).
      - Organizing National and International conference (ICWA, NCW, AICTE, etc.).
      - Write papers for SCOPUS, WOS and other refereed Journals.
      - Bringing in funded projects (BPRD, ICSSR, DST, NCW, etc.).
   c. Industry Institute Interaction
      - Utilizing your professional and personal network for invited talks, FDP, MDP, seminar, conferences, workshops, value added programs, etc.
      - Bringing internship opportunities for students to intensify their understanding about specialised courses.
      - Inviting stalwarts from industry and academia for various events organized in the institution.
      - Signing MOU with Industry and Academia for designing intensive programmes for students'.
      - Catering to consultancy for raising industry institute interaction.
      - Collaborating with other Industries and Institutions through executing MOUs.
3. You should be punctual and available for work till the closure of the College. In case of need, at times for examinations/admissions/visit of dignitaries, you will have to stay beyond the schedule time.
4. You will be responsible for all the files, letters, records and the registers in your position.
5. You will maintain your work area and the surrounding neat and clean and help the Institution in conserving Water, Electricity, and Paper etc.
6. You will use the Computer Systems, Internet and email facility diligently. Any misuse of these will be a serious offence.

7. You must strive to upgrade your knowledge by making use of Library, Media, Internet and other resources, etc.
8. Take part in Community and other Group activities arranged by the Institution.
9. You are expected to wear only formal dresses approved by the Institution. Dress should be modest and decent.
10. Whenever you represent the Institution during Seminars, Presentations, Tours, picnics you will maintain dignity and image of the Institution.
11. Whenever conferences, seminars, workshops, Management Fests and Cultural activities are organized by the Institution, you are expected to work as per the instructions of the Head of the Institution.
12. You are required to take active part in all the Inspections, Accreditations, etc.
13. Any other relevant responsibilities entrusted by the Hon. Secretary/Head of the Institution from time to time.

Hon. Secretary

Acceptance of appointment by the Candidate:

I hereby accept the appointment on the terms and conditions stipulated above. Thanking you for the offer and assure you best of my services.

Dr. Tamizharasi D
Candidate Signature

Date: /08/2022

Rashtreeya Sikshana Samithi Trust

RV EDUCATIONAL INSTITUTIONS

Ref No: RSST/HR/APPT/RVIM 5900 **/2018-19** **Date:22/01/2019**

Dr. Santhosh M,
#245, Gokula 1st Cross,
Vijayashree layout
Mylasandra R V College Post,
Bangalore-560 059.

Sub: Offer of appointment for the post of Associate Professor.

Dear Sir,

This is with reference to your application for the above position and subsequent interview held at RSST, Bangalore. We are happy to offer you the position of Associate Professor in R.V Institutions and presently posted to RVIM as per the terms and conditions mentioned in Annexure-A & B to this offer of appointment.

You will be paid a gross salary of ₹ 80,000/- per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

You are requested to send your acceptance of this offer and report for duty on or before 04.02.2019, failing which the offer stands cancelled and withdrawn.

We look forward to your joining our Institution for a long and successful association.

With Regards,

Yours sincerely,

(AVS Murthy)
Hon. Secretary

Copy to: 1) Director, RVIM
2) Superintendent-RSST

RV Teachers' College Building, 2nd Block, Jayanagar, Bengaluru-560011
Tel: +91-80-46746464/26562386/1777, Fax: +91-80-26560290, Email: rv@rvei.edu.in

Rashtreeya Sikshana Samithi Trust

RV EDUCATIONAL INSTITUTIONS

ANNEXURE-A

Terms and Conditions of appointment of Dr. Santosh M:

1. You will be paid a gross salary of ₹ 80,000/- per month as per the details given below:
   - Basic with DA : ₹ 35,000/-
   - Other Allowance : ₹ 45,000/-
   - EPF : Not Eligible
   - ESI : Not Eligible
2. You will report to the Head of the Institution or any other officer nominated by Hon. Secretary/RSST.
3. You will be on Fixed Term Contract for a period of ONE year from date of reporting.
4. Your services are liable to be terminated by giving ONE month's notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct, where in you will not be entitled to any such notice or salary in lieu of notice. Taking into consideration the nature of your duty, it will be absolutely necessary for you to work for the Establishment during the notice period unless the Management specifically waives the same.
5. Your appointment and continuation in employment with RSST will be subject to your remaining medically fit. You are required to subject yourself for medical examination before the Medical Officer, specified by the Management, as and when called upon to do so.
6. You will be a whole-time employee of RSST and you shall devote yourself exclusively to the interest of the establishment. You will not engage yourself anywhere in any other work, profession or employment in any capacity either honorary or otherwise, whilst in the services of this Establishment without the prior approval of Management.
7. You will not at any time, without the consent of the Appointing Authority disclose or divulge or make public except on legal requirements any information about the Establishment and affairs or secrets whether the same may be confided to you or become known to you in course of your services with the Establishment or otherwise, to any other individual or Institution or any customer, while in the services of the Establishment or even after you leave the services.
8. You will be governed by the Rules & Regulations of RSST and the Institution where you are posted as in force from time to time.
9. You will follow the working timings and holidays of the posted Institution for your category.
10. You will perform the works assigned by your superiors with honesty, sincerity and efficiently.
11. You will retire from the service as per the retirement age prescribed for the faculty of the Institution from time to time.
12. If you absent from work for more than 8 days continuously without approval of the Principal/reporting Officer your services are liable for termination without any notice.
13. You will continuously work towards upgrading your knowledge by actively participating in all Training programs offered by the Institution.
14. If it is found that you have misrepresented any information in your application for employment or at the time of interview, or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
15. "Appointment is being made on contractual basis for a fixed period as stated in the appointment letter. Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay will be payable to you. Since your appointment is being made for a specific period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu of one-month notice thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service."
16. You are expected to maintain high standard of discipline and integrity.

29/1/19

(Dr. Santosh M)
Candidates Signature

Date:

RV Teachers' College Building, 2nd Block, Jayanagar, Bengaluru-560011
Tel: +91-80-46746464/26562386/1777, Fax: +91-80-26568290, Email: rv@rvei.edu.in

Rashtreeya Sikshana Samithi Trust

RV EDUCATIONAL INSTITUTIONS

ANNEXURE-B

Duties and Responsibilities of Dr. Santhosh:

1. You will follow the instructions of Head of the Institution or his nominated representative.
2. You should be punctual and available for work till the closure of the College. In case of need, at times for examinations/admissions/visit of dignitaries, you will have to stay beyond the schedule time.
3. You will be responsible for all the files, letters, records and the registers in your position.
4. You will maintain your work area and the surrounding neat and clean and help the Institution in conserving Water, Electricity, Paper etc.
5. You will use the Computer Systems, Internet and email facility diligently, any misuse of these will be a serious offence.
6. You must strive to upgrade your knowledge by making use of Library, Media, Internet etc.
7. Take part in Community and other Group activities arranged by the Institution.
8. You are expected to wear only formal dresses approved by the Institution. Dress should be modest and decent.
9. Whenever you represent the Institution during Seminars, Presentations, Tours, picnics you will maintain dignity and image of the Institution.
10. Whenever conferences, seminars, workshops, Management Fests and Cultural activities are organized by the Institution, you are expected to work as per the instructions of the Head of the Institution.
11. You are required to take active part in all the Inspections, Accreditations etc.
12. Any other relevant responsibilities entrusted by the Hon. Secretary/Head of the Institution.

Hon. Secretary

Acceptance of appointment by the Candidate:

I hereby accept the appointment on the terms and conditions stipulated above. Thanking you for the offer and assure you best of my services.

29/1/19

(Dr. Santhosh.M)

Candidates Signature

Date:

RV Teachers' College Building, 2nd Block, Jayanagar, Bengaluru-560011
Tel: +91-80-46746464/26562386/1777, Fax: +91-80-26568290, Email: rv@rvei.edu.in

Rashtreeya Sikshana Samithi Trust ®
RV Educational Institutions ®

Ref No: RSST/RVIM/HR/ 329/2020-21 **Date:03.06.2020**

Dr. Padmalini
B1-603, Gokulam Apartments, Dodakallasandra,
Kanakapura Main Road, Near City Engineering College,
Bengaluru-590054.

Sub: Offer of appointment for the post of Assistant Professor.

Dear Madam,

This is with reference to your application for the above position and subsequent interview held at RSST, Bangalore. We are happy to offer you the position of Assistant Professor in R.V Institutions and presently posted to RV Institute of Management as per the terms and conditions mentioned in Annexure-A & B to this offer of appointment.

You will be paid a gross salary of ₹ 1,00,000/- per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

You are required to report for duty with all your credentials, relieving letter from the current employer and Pre-employment Medical checkup by a Registered Medical Practitioner as per the format enclosed.

You are requested to send your acceptance of this offer and report for duty on or before 10.03.2020, failing which the offer stands cancelled and withdrawn.

We look forward to your joining our Institution for a long and successful association.

Yours sincerely,

(AVS Murthy)
Hon. Secretary

RASHTREEYA SIKSHANA SAMITHI TRUST BANGALORE

Copy to: 1) Director, RV Institute of Management
2) Superintendent-RSST

Received!
6/6/2020

ANNEXURE-B

Duties and Responsibilities of Dr. Padmalini Singh:

1. You will follow the instructions of Head of the Institution or his nominated representative.
2. As per your commitment you will contribute to the growth of the Institution in following ways and means;
   a. Learning and Curriculum Design.
      - Bringing experimental learning approach to the class that not only enhances learning process but also helps students to understand the concepts with logical reasoning.
      - Planning and strategising the formation of a formal student's club that will take the charge of various activities in the institute and helping the student's club to function and operate in the same manner as they do in IIMs and ISB.
      - Designing mentoring system that will be more visible, transparent and functional giving a way to two way communication and handling student's problems individually. This process will help slow learners and introvert students' who needs special attention to be guided during their MBA programme.
      - Introducing NPTEL courses to enhance the knowledge base of students' especially for all foundation courses.
      - Engaging and guiding students' to research.
      - Engaging students and guide them to write case studies that are published in reputed journal.
   b. Research and Consultancy
      - Helping to grow research culture in institution by organizing workshops and seminars in collaboration with IIMs Professors and Research Chairs.
      - Bringing collaborative research initiatives to the institute.
      - Bringing funds and grants for organizing FDP, seminar and workshops (ICSSR, NCW, MCX).
      - Organizing National and International conference (ICWA, NCW, AICTE).
      - Write papers for SCOPUS Journals.
      - Bringing in funded projects (BPRD, ICSSR, DST, NCW).
   c. Industry Institute Interaction
      - Utilizing your professional and personal networking with IIM, Bangalore Professor's for invited talks, FDP, MDP, seminar, conferences and workshops.
      - Bringing internship opportunities for students from IIM Bangalore to intensify their understanding about specialised courses.
      - Inviting Indian Ambassadors and stalwarts for various events organized in the institution.
      - Bringing MOU especially form MCX and EY for designing intensive programmes for students'.
      - Catering to consultancy for raising industry institute interaction.
      - Collabrrating with other Industries and Institutions through executing MOUs.

3. You should be punctual and available for work till the closure of the College. In case of need, at times for examinations/admissions/visit of dignitaries, you will have to stay beyond the schedule time.
4. You will be responsible for all the files, letters, records and the registers in your position.
5. You will maintain your work area and the surrounding neat and clean and help the Institution in conserving Water, Electricity, and Paper etc.
6. You will use the Computer Systems, Internet and email facility diligently, any misuse of these will be a serious offence.
7. You must strive to upgrade your knowledge by making use of Library, Media, Internet etc.
8. Take part in Community and other Group activities arranged by the Institution.

ANNEXURE-A

Terms and Conditions of appointment of Dr. Padmalini:

1. You will be paid a gross salary of **₹ 1,00,000 /-** per month as per the details given below:
   - Basic with DA : ₹ 30,000 /-
   - Other Allowance : ₹ 70,000 /-
   - EPF : Eligible on Gross limited to ₹.1,800/- contribution.
   - ESI : Not Eligible
2. You will report to the Head of the Institution or any other officer nominated by Hon. Secretary/RSST.
3. You will be on Fixed Term Contract for a period of ONE year from date of reporting.
4. Your services are liable to be terminated by giving ONE month's notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct, where in you will not be entitled to any such notice or salary in lieu of notice. Taking into consideration the nature of your duty, it will be absolutely necessary for you to work for the Establishment during the notice period unless the Management specifically waives the same.
5. Your appointment and continuation in employment with RSST will be subject to your remaining medically fit. You are required to subject yourself for medical examination before the Medical Officer, specified by the Management, as and when called upon to do so.
6. You will be a whole-time employee of RSST and you shall devote yourself exclusively to the interest of the establishment. You will not engage yourself anywhere in any other work, profession or employment in any capacity either honorary or otherwise, whilst in the services of this Establishment without the prior approval of Management.
7. You will not at any time, without the consent of the Appointing Authority disclose or divulge or make public except on legal requirements any information about the Establishment and affairs or secrets whether the same may be confided to you or become known to you in course of your services with the Establishment or otherwise, to any other individual or Institution or any customer, while in the services of the Establishment or even after you leave the services.
8. You will be governed by the Rules & Regulations of RSST and the Institution where you are posted as in force from time to time.
9. You will follow the working timings and holidays of the posted Institution for your category.
10. You will perform the works assigned by your superiors with honesty, sincerity and efficiently.
11. You will retire from the service as per the retirement age prescribed for the faculty of the Institution from time to time. For the proof of your age, the Management considers only the date of Birth, as mentioned in the School Leaving Certificate (SSLC). The date of birth once furnished and admitted shall be final and no change will be entertained.
12. If you absent from work for more than 8 days continuously without approval of the Principal/reporting Officer your services are liable for termination without any notice.
13. You will continuously work towards upgrading your knowledge by actively participating in all Training programs offered by the Institution.
14. If it is found that you have misrepresented any information in your application for employment or at the time of interview, or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
15. "Appointment is being made on contractual basis for a fixed period as stated in the appointment letter. Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay will be payable to you. Since your appointment is being made for a specific period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu of one-month notice thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service."
16. You are expected to maintain high standard of discipline and integrity.

Date: /06/2020

(Dr. Padmalini)
Candidates Signature

RASHTREEYA SIKSHANA SAMITHI TRUST ★ BANGALORE

9. You are expected to wear only formal dresses approved by the Institution. Dress should be modest and decent.
10. Whenever you represent the Institution during Seminars, Presentations, Tours, picnics you will maintain dignity and image of the Institution.
11. Whenever conferences, seminars, workshops, Management Fests and Cultural activities are organized by the Institution, you are expected to work as per the instructions of the Head of the Institution.
12. You are required to take active part in all the Inspections, Accreditations etc.
13. Any other relevant responsibilities entrusted by the Hon. Secretary/Head of the Institution.

RASHTREEYA SIKSHANA SAMITHI TRUST BANGALORE

Hon. Secretary

Acceptance of appointment by the Candidate:

I hereby accept the appointment on the terms and conditions stipulated above. Thanking you for the offer and assure you best of my services.

(**Dr. Padmalini**)

Date: /06/2020

Candidates Signature

06.03.2020.

From
Dr. Padmalini Singh
Assistant Professor,
RVIM, Bangalore

To,
The Director,
RVIM, Bangalore

Dear Sir,

Subject: Duty Report

I would like to bring this to your kind notice that I am joining RV Institute of Management, Bangalore from 06.03.2020.

I would look forward for your constant support and encouragement for extending quality research and academic work from my end.

Thanks & Regards,

Yours Sincerely,

(Dr. Padmalini Singh)

AO.
23/3

Ref No: RSST/RVIM/HR/2884/2021-22 Date: 22.11.2021

Dr. Jahnavi Munagala
Flat No.202, Pavan Tranquils
5th Phase 24th main, 18th cross, 22nd Main,
J P Nagar Bengaluru-560078.

Sub: Offer of appointment for the post of Associate Professor.

Dear Dr. Jahnavi Munagala,

This is with reference to your application for the above position and subsequent interview held at RSST, Bangalore. We are happy to offer you the position of Associate Professor in R.V Institutions and presently posted to RV Institute of Management as per the terms and conditions mentioned in Annexure-A & B to this offer of appointment.

You will be paid a gross salary of ₹ 93,000/- per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

You are required to report for duty with all your credentials, relieving letter from the current employer and Pre-employment Medical checkup by a Registered Medical Practitioner as per the format enclosed.

You are requested to send your acceptance of this offer and report for duty on or before 20.11.2021, failing which the offer stands cancelled and withdrawn.

We look forward to your joining our Institution for a long and successful association.

Yours sincerely,

(AVS Murthy)
Hon. Secretary

Copy to: 1) Director, RV Institute of Management
2) Superintendent-RSST

ANNEXURE-A

Terms and Conditions of appointment of Dr. Jahnavi Munagala:

1. You will be paid a gross salary of ₹ 93,000/- per month as per the details given below:
   - Basic with DA : ₹ 25,000/-
   - Personal Pay : ₹ 28,000/-
   - Other allowance : ₹ 40,000/-
   - EPF : ₹ 1,800/- contribution.
   - ESI : Not Eligible.
2. You will report to the Head of the Institution or any other officer nominated by Hon. Secretary/RSST.
3. You will be on Fixed Term Contract for a period of ONE year from date of reporting.
4. Your services are liable to be terminated by giving ONE month's notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct, where in you will not be entitled to any such notice or salary in lieu of notice. Taking into consideration the nature of your duty, it will be absolutely necessary for you to work for the Establishment during the notice period unless the Management specifically waives the same.
5. Your appointment and continuation in employment with RSST will be subject to your remaining medically fit. You are required to subject yourself for medical examination before the Medical Officer, specified by the Management, as and when called upon to do so.
6. You will be a whole-time employee of RSST and you shall devote yourself exclusively to the interest of the establishment. You will not engage yourself anywhere in any other work, profession or employment in any capacity either honorary or otherwise, whilst in the services of this Establishment without the prior approval of Management.
7. You will not at any time, without the consent of the Appointing Authority disclose or divulge or make public except on legal requirements any information about the Establishment and affairs or secrets whether the same may be confided to you or become known to you in course of your services with the Establishment or otherwise, to any other individual or Institution or any customer, while in the services of the Establishment or even after you leave the services.
8. You will be governed by the Rules & Regulations of RSST and the Institution where you are posted as in force from time to time.
9. You will follow the working timings and holidays of the posted Institution for your category.
10. You will perform the works assigned by your superiors with honesty, sincerity and efficiently.
11. If you absent from work for more than 8 days continuously without approval of the Principal/reporting Officer your services are liable for termination without any notice.
12. You will continuously work towards upgrading your knowledge by actively participating in all Training programs offered by the Institution.
13. You will retire from the services of the Establishment on attaining the age of 58 years. For the proof of your age, the Management considers only the date of Birth, as mentioned in the Karnataka Secondary Education Examination Certificate (SSLC). The date of birth once furnished and admitted shall be final and no change will be entertained.
14. If it is found that you have misrepresented any information in your application for employment or at the time of interview or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
15. "Appointment is being made on contractual basis for a fixed period as stated in the appointment letter. Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay will be payable to you. Since your appointment is being made for a specific period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu of one-month notice thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service."
16. You are expected to maintain high standard of discipline and integrity.
17. "As a security deposit one-month gross salary will be deducted in ten equal monthly instalments as per Institution Policy".

H. Jahnavi

(Dr. Jahnavi Munagala)
Candidates Signature

Date: /11/2021

RASHTREEYA SIKSHANA SAMITHI TRUST
2ND Block, Jayanagar, Bangalore-560011
(RV Group of Educational Institutions)
Tel: (080) 26562386,26561777

Dated 26th Nov 2012

No. RSST/RVIM/MBA /Nov 12 3264/12-13

To,

Ms.Rashmi Shetty,MBA,
Sri.Nanjunda Nilaya, 27th Main, 9th Block,Jayanagar,
Bangalore

Sub : Letter of posting--Teaching staff for MBA

Dear Sir / Madam,

Based on the interview held, RSST is pleased to post you for the above post in AICTE Grade of pay at RV Institute of Management belonging to RSST on the terms and conditions set in at Annexure 1 and 2 wef 1.11.2012

AICTE Grade: Rs.: 15600-39100

Basic pay: Rs. 15600

DA and others as payable to AICTE Faculty at RVIM

If you are interested, you are requested **to report to Head of above posted Institution** with your acceptance on or before 30th Nov 2012 alongwith the following documents

- Photocopies of proof of date of birth (Xth std/TC/ /Passport only will be accepted), Address proof
- 2 passport size photos,if not submitted.
- Educational and professional certificates.
- PF Nominations

failing which it will be considered that you will be no more interested at this offer. You will be bound by all the circulars, rules and regulations of RSST and modifications issued from time to time.

Wishing you all the Best during your association with our Institution bringing the good name for you and your family through your honesty, sincerity, continuous development , hard and committed work.

Yours sincerely,

(AVS Murthy)
Hon Secretary/RSST

Copy: : Director/RVIM

Rashtreeya Sikshana Samithi Trust

RV EDUCATIONAL INSTITUTIONS

Ref No: RSST/HR/APPT/RVIM/ 794 **/2018-19** **Date:** 9/5/18

Mr. Dileep,
Flat: 107, 1st Floor Blue Sky Apartments,
Ramanashree Nagar,
Doddakammana Halli Road,
Bengaluru -590 083

Sub: Offer of appointment for the post of Assistant Professor, RVIM, Bengaluru.

Dear Sir,

This is with reference to your application for the above position and subsequent interview held at RSST, Bangalore. We are happy to offer you the position of Assistant professor in R.V Institutions and presently posted to R V Institute of Management as per the terms and conditions mentioned in Annexure – A & B to this offer of appointment.

You will be paid a gross salary of ₹ 45,000/- per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

You are requested to send your acceptance of this offer and report for duty on or before 20.05.2018, failing which the offer stands cancelled and withdrawn.

We look forward to your joining our Institution for a long and successful association.

With Regards,

Yours sincerely,

(AVS Murthy)
Hon. Secretary

Copy to: 1) The Director, R V Institute of Management.
2) Superintendent-RSST.

RV Teachers' College Building, 2nd Block, Jayanagar, Bengaluru-560011
Tel: +91-80-46746464/26562386/1777, Fax: +91-80-26568290, Email: rv@rvei.edu.in

Rashtreeya Sikshana Samithi Trust

RV EDUCATIONAL INSTITUTIONS

ANNEXURE-A

Terms and Conditions of appointment of Mr. Dileep:

1. You will be paid a gross salary of ₹ 45,000 /- per month as per the details given below:
   - Basic with DA : ₹ 25,000/-
   - Other Allowance : ₹ 20,000/-
   - No PF
   - ESI: Not Eligible.
2. You will report to the Head of the Institution or any other officer nominated by Hon. Secretary/RSST.
3. You will be on Fixed Term Contract for a period of ONE year from date of reporting.
4. Your services are liable to be terminated by giving ONE month's notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct, where in you will not be entitled to any such notice or salary in lieu of notice. Taking into consideration the nature of your duty, it will be absolutely necessary for you to work for the Establishment during the notice period unless the Management specifically waives the same.
5. Your appointment and continuation in employment with RSST will be subject to your remaining medically fit. You are required to subject yourself for medical examination before the Medical Officer, specified by the Management, as and when called upon to do so.
6. You will be a whole-time employee of RSST and you shall devote yourself exclusively to the interest of the establishment. You will not engage yourself anywhere in any other work, profession or employment in any capacity either honorary or otherwise, whilst in the services of this Establishment without the prior approval of Management.
7. You will not at any time, without the consent of the Appointing Authority disclose or divulge or make public except on legal requirements any information about the Establishment and affairs or secrets whether the same may be confided to you or become known to you in course of your services with the Establishment or otherwise, to any other individual or Institution or any customer, while in the services of the Establishment or even after you leave the services.
8. You will be governed by the Rules & Regulations of RSST and the Institution where you are posted as in force from time to time.
9. You will follow the working timings and holidays of the posted Institution for your category.
10. You will perform the works assigned by your superiors with honesty, sincerity and efficiently.
11. You will retire from the service as per the retirement age prescribed for the faculty of the Institution from time to time.
12. If you absent from work for more than 8 days continuously without approval of the Principal/reporting Officer your services are liable for termination without any notice.
13. You will continuously work towards upgrading your knowledge by actively participating in all Training programs offered by the Institution.
14. If it is found that you have misrepresented any information in your application for employment or at the time of interview, or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
15. "Appointment is being made on contractual basis for a fixed period as stated in the appointment letter. Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay will be payable to you. Since your appointment is being made for a specific period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu of one-month notice thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service."
16. You are expected to maintain high standard of discipline and integrity.

Dileep S

(Mr. Dileep)
Candidates Signature

Date: 10-05-2018

RV Teachers' College Building, 2nd Block, Jayanagar, Bengaluru-560011
Tel: +91-80-46746464/26562386/1777, Fax: +91-80-26568290, Email: rv@rvei.edu.in

Rashtreeya Sikshana Samithi Trust

RV EDUCATIONAL INSTITUTIONS

ANNEXURE-B

Duties and Responsibilities of Mr. Dileep:

1. You will follow the instructions of Head of the Institution or his nominated representative.
2. You should be punctual and available for work till the closure of the College. In case of need, at times for examinations/admissions/visit of dignitaries, you will have to stay beyond the schedule time.
3. You will be responsible for all the files, letters, records and the registers in your position.
4. You will maintain your work area and the surrounding neat and clean and help the Institution in conserving Water, Electricity, Paper etc.
5. You will use the Computer Systems, Internet and email facility diligently, any misuse of these will be a serious offence.
6. You must strive to upgrade your knowledge by making use of Library, Media, Internet etc.
7. Take part in Community and other Group activities arranged by the Institution.
8. You are expected to wear only formal dresses approved by the Institution. Dress should be modest and decent.
9. Whenever you represent the Institution during Seminars, Presentations, Tours, picnics you will maintain dignity and image of the Institution.
10. Whenever conferences, seminars, workshops, Management Fests and Cultural activities are organized by the Institution, you are expected to work as per the instructions of the Head of the Institution.
11. You are required to take active part in all the Inspections, Accreditations etc.
12. Any other relevant responsibilities entrusted by the Hon. Secretary/Head of the Institution.

Hon. Secretary

Acceptance of appointment by the Candidate:

I hereby accept the appointment on the terms and conditions stipulated above. Thanking you for the offer and assure you best of my services.

(Mr. Dileep)
Candidates Signature

Date: 10 - 05 - 2018

RV Teachers' College Building, 2nd Block, Jayanagar, Bengaluru-560011
Tel: +91-80-46746464/26562386/1777, Fax: +91-80-26568290, Email: rv@rvei.edu.in

Rashtreeya Sikshana Samithi Trust®
RV Educational Institutions®

Ref No: RSST/RVIM/HR/APPT/2022-23/ 7142

Date:23.03.2023

Mr. Somnath Bhattacharya
No. 17048, Prestige Song of South,
Begur Koppa, Yelenahalli
Bengaluru-560068.

Sub: Offer of appointment for the post of **Assistant Professor.**

Dear Sir,

This is with reference to your application for the above position and subsequent interview held at Rashtreeya Sikshana Samithi Trust (RSST), Bangalore. We are happy to offer you the position of Assistant Professor in R.V Institute of Management as per the terms and conditions mentioned in Annexure - A & B to this offer of appointment.

You will be paid a gross salary of ₹80,000/- per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

You are requested to send your acceptance of this offer and report for duty on or before 31.03.2023, failing which the offer stands cancelled and withdrawn.

We look forward to your joining our Institution for a long and successful association.

Yours sincerely,

Dr.(h.c.) A.V.S. MURTHY
Hon. Secretary

Copy to: 1) Director, RV Institute of Management
2) Superintendent-RSST

Received
Somnath Bhattacharya

RV Teachers College Building,
15, Ashoka Pillar Road, 2nd Block,
Jayanagar, Bengaluru - 560011
Karnataka, India

080-46746464

rv@rvei.edu.in
www.rvinstitutions.com

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ANNEXURE-A

Terms and Conditions of appointment of Mr.Somnath Bhattacharya:

1. You will be paid a gross salary of ₹.80,000/- per month as per the details given below:
   - **Basic with DA : ₹.25,000/-**
   - **Other Allowance : ₹.30,000/-**
   - **Personal Pay : ₹.25,000/-**
   - **EPF : Eligible on Gross limited to ₹.1,800/- contribution.**
   - **ESI : Not Eligible.**
2. You will report to the Director or any other officer nominated by Hon. Secretary/RSST.
3. You will be on Contract for a period of ONE year from date of reporting.
4. A refundable security deposit of one-month gross salary will be deducted in ten equal monthly instalments as per Institution Policy.
5. Your services are liable to be terminated by giving ONE month's notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct, where in you will not be entitled to any such notice or salary in lieu of notice. Taking into consideration the nature of your duty, it will be absolutely necessary for you to work for the Establishment during the notice period unless the Management specifically waives the same.
6. Your appointment and continuation in employment with RSST will be subject to your remaining medically fit. You are required to subject yourself for medical examination before the Medical Officer, specified by the Management, as and when called upon to do so.
7. You will be a whole-time employee of RSST and you shall devote yourself exclusively to the interest of the establishment. You will not engage yourself anywhere in any other work, profession or employment in any capacity either honorary or otherwise, whilst in the services of this Establishment without the prior approval of Management.
8. You will not at any time, without the consent of the Appointing Authority disclose or divulge or make public except on legal requirements any information about the Establishment and affairs or secrets whether the same may be confided to you or become known to you in course of your services with the Establishment or otherwise, to any other individual or Institution or any customer, while in the services of the Establishment or even after you leave the services.
9. You will be governed by the Rules & Regulations of RSST and the Institution where you are posted as in force from time to time.
10. You will follow the working timings and holidays of the posted Institution for your category.
11. You will perform the works assigned by your superiors with honesty, sincerity and efficiently.
12. If you absent from work for more than 8 days continuously without approval of the Directorl/reporting Officer your services are liable for termination without any notice.
13. You will continuously work towards upgrading your knowledge by actively participating in all Training programs offered by the Institution.
14. You will retire from the services of the Establishment on attaining the age of 58 years. For the proof of your age, the Management considers only the date of Birth, as mentioned in the Karnataka Secondary Education Examination Certificate (SSLC). The date of birth once furnished and admitted shall be final and no change will be entertained.
15. If it is found that you have misrepresented any information in your application for employment or at the time of interview or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
16. "Appointment is being made on contractual basis for a fixed period as stated in the appointment letter. Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay will be payable to you. Since your appointment is being made for a specific period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu of one-month notice thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service."
17. You are expected to maintain high standard of discipline and integrity.

Somnath Bhattacharya

(Mr. Somnath Bhattacharya)
Candidate Signature

Date: 30/03/2023

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ANNEXURE-B

Duties and Responsibilities of Mr. Somnath Bhattacharya:

1. You will follow the instructions of Head of the Institution or his nominated representative.
2. As discussed you will contribute to the growth of the Institution in following ways and means;
   a. Learning and Curriculum Design.
      - Bringing experimental learning approach to the class that not only enhances learning process but also helps students to understand the concepts with logical reasoning.
      - Planning and strategising the formation of a formal student's club that will take the charge of various activities in the institute and helping the student's club to function and operate in the same manner as they do in premier Institution like IIMs and ISB.
      - Designing mentoring system that will be more visible, transparent and functional giving a way to two-way communication and handling student's problems individually.
      - Introducing NPTEL courses and other MOOCs to enhance the knowledge base of students' especially for all foundation courses.
      - Engaging and guiding students to research.
      - Prepare Lesson Plan, Teaching/course Material, Video Lectures, PPTs, etc. Preparation of course docket.
      - Using QuikIrn LMS, Piruby and other electronic platforms to its best capacity. Using of innovative pedagogical tools.
      - Facilitation/coordinating for compliance activities. Institution governance and other activities like Accreditation, LIC, AICTE, Website, OBE, IQAC, Autonomy, University and Examination, etc.
      - Engaging students and guide them to write case studies that are published in reputed journal.
   b. Research and Consultancy
      - Helping to grow research culture in institution by organizing workshops and seminars in collaboration with Professors and Research Chairs from premier institutions.
      - Bringing collaborative research initiatives to the institute.
      - Bringing funds and grants for organizing FDP, seminar and workshops (ICSSR, NCW, MCX, etc.).
      - Organizing National and International conference (ICWA, NCW, AICTE, etc.).
      - Write papers for SCOPUS, WOS and other refereed Journals.
      - Bringing in funded projects (BPRD, ICSSR, DST, NCW, etc.).
   c. Industry Institute Interaction
      - Utilizing your professional and personal network for invited talks, FDP, MDP, seminar, conferences, workshops, value added programs, etc.
      - Bringing internship opportunities for students to intensify their understanding about specialised courses.
      - Inviting stalwarts from industry and academia for various events organized in the institution.
      - Signing MOU with Industry and Academia for designing intensive programmes for students'.
      - Catering to consultancy for raising industry institute interaction.
      - Collaborating with other Industries and Institutions through executing MOUs.
3. You should be punctual and available for work till the closure of the College. In case of need, at times for examinations/admissions/visit of dignitaries, you will have to stay beyond the schedule time.
4. You will be responsible for all the files, letters, records and the registers in your position.
5. You will maintain your work area and the surrounding neat and clean and help the Institution in conserving Water, Electricity, and Paper etc.
6. You will use the Computer Systems, Internet and email facility diligently. Any misuse of these will be a serious offence.

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7. You must strive to upgrade your knowledge by making use of Library, Media, Internet and other resources, etc.
8. Take part in Community and other Group activities arranged by the Institution.
9. You are expected to wear only formal dresses approved by the Institution. Dress should be modest and decent.
10. Whenever you represent the Institution during Seminars, Presentations, Tours, picnics you will maintain dignity and image of the Institution.
11. Whenever conferences, seminars, workshops, Management Fests and Cultural activities are organized by the Institution, you are expected to work as per the instructions of the Head of the Institution.
12. You are required to take active part in all the Inspections, Accreditations, etc.
13. Any other relevant responsibilities entrusted by the Hon. Secretary/Head of the Institution from time to time.

Hon. Secretary

Acceptance of appointment by the Candidate:

I hereby accept the appointment on the terms and conditions stipulated above. Thanking you for the offer and assure you best of my services.

Somnath Bhattacharya

Date: 30/03/2023

(**Mr. Somnath Bhattacharya**)
Candidate Signature

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Rashtreeya Sikshana Samithi Trust ®
RV Educational Institutions ®

Ref No: RSST/RVIM/HR/APPT/2022-23/ 2180

Date:19.07.2022

Mr. Vinay K S.
No. 152, 'Matrushree' 1st Floor,
4th Cross, Jyothinagar,
Chandra Layout (Near BBMP Palike Soudha)
Bengaluru-560072.

Sub: Offer of appointment for the post of **Assistant Professor.**

Dear Sir,

This is with reference to your application for the above position and subsequent interview held at Rashtreeya Sikshana Samithi Trust (RSST), Bangalore. We are happy to offer you the position of Assistant Professor in R.V Institute of Management as per the terms and conditions mentioned in Annexure - A & B to this offer of appointment.

You will be paid a gross salary of ₹70,000/- per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

You are requested to send your acceptance of this offer and report for duty on or before 10.08.2022, failing which the offer stands cancelled and withdrawn.

We look forward to your joining our Institution for a long and successful association.

Yours sincerely,

Dr.(h.c.) A.V.S. MURTHY
Hon. Secretary

Copy to: 1) Director, RV Institute of Management
2) Superintendent-RSST

Received
29/7/22

RV Teachers College Building,
15, Ashoka Pillar Road, 2nd Block,
Jayanagar, Bengaluru - 560011
Karnataka, India

080-46746464

rv@rvei.edu.in
www.rvinstitutions.com

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ANNEXURE-I

Terms and Conditions of appointment of Mr. Vinay K S:

1. You will be paid a gross salary of ₹.70,000/- per month as per the details given below:
   - Basic with DA : ₹.25,000/-
   - Other Allowance : ₹.30,000/-
   - Personal Pay : ₹.15,000/-
   - EPF : Not Eligible
   - ESI : Not Eligible.
2. You will report to the Director or any other officer nominated by Hon. Secretary/RSST.
3. You will be on Contract for a period of ONE year from date of reporting.
4. A refundable security deposit of one-month gross salary will be deducted in ten equal monthly instalments as per Institution Policy.
5. Your services are liable to be terminated by giving ONE month's notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct, where in you will not be entitled to any such notice or salary in lieu of notice. Taking into consideration the nature of your duty, it will be absolutely necessary for you to work for the Establishment during the notice period unless the Management specifically waives the same.
6. Your appointment and continuation in employment with RSST will be subject to your remaining medically fit. You are required to subject yourself for medical examination before the Medical Officer, specified by the Management, as and when called upon to do so.
7. You will be a whole-time employee of RSST and you shall devote yourself exclusively to the interest of the establishment. You will not engage yourself anywhere in any other work, profession or employment in any capacity either honorary or otherwise, whilst in the services of this Establishment without the prior approval of Management.
8. You will not at any time, without the consent of the Appointing Authority disclose or divulge or make public except on legal requirements any information about the Establishment and affairs or secrets whether the same may be confided to you or become known to you in course of your services with the Establishment or otherwise, to any other individual or Institution or any customer, while in the services of the Establishment or even after you leave the services.
9. You will be governed by the Rules & Regulations of RSST and the Institution where you are posted as in force from time to time.
10. You will follow the working timings and holidays of the posted Institution for your category.
11. You will perform the works assigned by your superiors with honesty, sincerity and efficiently.
12. If you absent from work for more than 8 days continuously without approval of the Directorl/reporting Officer your services are liable for termination without any notice.
13. You will continuously work towards upgrading your knowledge by actively participating in all Training programs offered by the Institution.
14. You will retire from the services of the Establishment on attaining the age of 58 years. For the proof of your age, the Management considers only the date of Birth, as mentioned in the Karnataka Secondary Education Examination Certificate (SSLC). The date of birth once furnished and admitted shall be final and no change will be entertained.
15. If it is found that you have misrepresented any information in your application for employment or at the time of interview or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
16. "Appointment is being made on contractual basis for a fixed period as stated in the appointment letter. Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay will be payable to you. Since your appointment is being made for a specific period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu of one-month notice thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service."
17. You are expected to maintain high standard of discipline and integrity.

Date: /07/2022

(Mr. Vinay K S)
Candidate Signature

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ANNEXURE-B

Duties and Responsibilities of Mr. Vinay K S:

1. You will follow the instructions of Head of the Institution or his nominated representative.
2. As discussed you will contribute to the growth of the Institution in following ways and means;
   a. Learning and Curriculum Design.
      - Bringing experimental learning approach to the class that not only enhances learning process but also helps students to understand the concepts with logical reasoning.
      - Planning and strategising the formation of a formal student's club that will take the charge of various activities in the institute and helping the student's club to function and operate in the same manner as they do in premier Institution like IIMs and ISB.
      - Designing mentoring system that will be more visible, transparent and functional giving a way to two-way communication and handling student's problems individually.
      - Introducing NPTEL courses and other MOOCs to enhance the knowledge base of students' especially for all foundation courses.
      - Engaging and guiding students to research.
      - Prepare Lesson Plan, Teaching/course Material, Video Lectures, PPTs, etc. Preparation of course docket.
      - Using QuikIrn LMS, Piruby and other electronic platforms to its best capacity. Using of innovative pedagogical tools.
      - Facilitation/coordinating for compliance activities. Institution governance and other activities like Accreditation, LIC, AICTE, Website, OBE, IQAC, Autonomy, University and Examination, etc.
      - Engaging students and guide them to write case studies that are published in reputed journal.
   b. Research and Consultancy
      - Helping to grow research culture in institution by organizing workshops and seminars in collaboration with Professors and Research Chairs from premier institutions.
      - Bringing collaborative research initiatives to the institute.
      - Bringing funds and grants for organizing FDP, seminar and workshops (ICSSR, NCW, MCX, etc.).
      - Organizing National and International conference (ICWA, NCW, AICTE, etc.).
      - Write papers for SCOPUS, WOS and other refereed Journals.
      - Bringing in funded projects (BPRD, ICSSR, DST, NCW, etc.).
   c. Industry Institute Interaction
      - Utilizing your professional and personal network for invited talks, FDP, MDP, seminar, conferences, workshops, value added programs, etc.
      - Bringing internship opportunities for students to intensify their understanding about specialised courses.
      - Inviting stalwarts from industry and academia for various events organized in the institution.
      - Signing MOU with Industry and Academia for designing intensive programmes for students'.
      - Catering to consultancy for raising industry institute interaction.
      - Collaborating with other Industries and Institutions through executing MOUs.
3. You should be punctual and available for work till the closure of the College. In case of need, at times for examinations/admissions/visit of dignitaries, you will have to stay beyond the schedule time.
4. You will be responsible for all the files, letters, records and the registers in your position.
5. You will maintain your work area and the surrounding neat and clean and help the Institution in conserving Water, Electricity, and Paper etc.
6. You will use the Computer Systems, Internet and email facility diligently. Any misuse of these will be a serious offence.

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7. You must strive to upgrade your knowledge by making use of Library, Media, Internet and other resources, etc.
8. Take part in Community and other Group activities arranged by the Institution.
9. You are expected to wear only formal dresses approved by the Institution. Dress should be modest and decent.
10. Whenever you represent the Institution during Seminars, Presentations, Tours, picnics you will maintain dignity and image of the Institution.
11. Whenever conferences, seminars, workshops, Management Fests and Cultural activities are organized by the Institution, you are expected to work as per the instructions of the Head of the Institution.
12. You are required to take active part in all the Inspections, Accreditations, etc.
13. Any other relevant responsibilities entrusted by the Hon. Secretary/Head of the Institution from time to time.

Hon. Secretary

Acceptance of appointment by the Candidate:

I hereby accept the appointment on the terms and conditions stipulated above. Thanking you for the offer and assure you best of my services.

(Mr. Vinay K S)
Candidate Signature

Date:19/07/2022

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RASHTREEYA SIKSHANA SAMITHI TRUST
(RV Group of Educational Institutions)
2nd Block, Jayanagar, Bangalore-560011

Tel: (080)26562386,26561777

No. RSST/RVIM/ MBA-AP/02-03-2010 Date: March 8, 2010

Mrs.Anitha B.M.D'silva
No.76/17,2nd Main,
Bharathi Layout,
SG Palya,
Bangalore-560029

Sub: Letter of appointment for the post of Teaching Staff- Asst.Professor

Dear Sir/ Madam,

With reference to your Biodata and interview held, RSST is pleased to offer you the above post and you are presently posted to work at RV Institute of Management belonging to RSST on the terms & conditions set out in Annexures 1 and 2.

AICTE Grade : Rs. 12000-420-18300

Basic pay: Rs.12000

DA: 123% on Basic

CCA(Rs.300),HRA(20 % of basic)

Management share of PF- Rs.780

If you are interested in joining **RSST,** you are requested **to report to the Head of the above institution** with your acceptance on or before **April 8, 2010** along with the following documents;

- Photocopies of Proof of date of birth(Xth std.Marks Card/TC from School Authority / Passport only will be accepted. Address- proof./Originals to be produced for verification.
- 2 Passport size photos, if not submitted.
- Educational and Professional Certificates. Originals to be produced for verification
- Medical certificate from authorized & recognized doctor for fitness
- Relieving letter from the previous employer.

failing which it will be considered that you are no more interested in this offer.

You will be bound by all the circulars, rules and regulations of RSST and modifications issued from time to time.

We wish you all the best during your association with our institution. We trust you will earn a good name for yourself and your family, through your honesty, sincerity, continuous development and hard and committed work.

AVS Murthy
Hon.Secretary-RSST

Copy: Director, RVIM
App.MBA-AP/RVIM/March-2010

08/03/10

RASHTREEYA SIKSHANA SAMITHI TRUST

2ND Block, Jayanagar, Bangalore-560011

(RV Group of Educational Institutions)

Tel: (080) 26562386,26561777

Dated 28th Aug 2009

No. RSST/RVIM/MBA-CS/Aug 09 2447/09-10

To,

Mr.N.Nagasubba Reddy.

96/6,4th Mn, Marenahalli,Tank bund area,4th T block,Jayanagar,Bangalore-560041

Sub : Letter of posting--Teaching staff for MBA

Dear Sir / Madam,

Based on the interview held, RSST is pleased to post you for the above post in AICTE Grade of pay at RV Institute of Management belonging to RSST on the terms and conditions set in at Annexure 1 and 2 wef 1.9.2009

AICTE Grade: Rs.: 8000-275-13500

Basic pay: Rs. 8000

DA and others as payable to AICTE Faculty at RVIM

Management share of PF: Max Rs.780

If you are interested, you are requested **to report to Head of above posted Institution** with your acceptance on or before 7th Sept 2009 alongwith the following documents

- Photocopies of proof of date of birth (Xth std/TC/Notorised affidavit/Passport only will be accepted), Address proof.
- 2 passport size photos,if not submitted.
- Educational and professional certificates.
- PF Nominations

failing which it will be considered that you will be no more interested at this offer. You will be bound by all the circulars, rules and regulations of RSST and modifications issued from time to time.

Wishing you all the Best during your association with our Institution bringing the good name for you and your family through your honesty, sincerity, continuous development , hard and committed work.

Yours sincerely,

(AVS Murthy)

Hon Secretary/RSST

Copy: : Director/RVIM

RASHTREEYA SIKSHANA SAMITHI TRUST
2nd Block, Jayanagar, Bangalore 560 001.
(RV Group of Educational Institutions)
(Registered under the Trust Act No.3258/64-65)
Tel: 080)26562386, 26561777

No.RSST/RVIM-MBA/123/HRM/2006/2006-07 June 15, 2006

A Chandran
134, 7th cross, 10th A main,
Indiranagar II Stage,
Bangalore 38

Through : The Director, RV Institute of Management

Sub : Letter of appointment for the post of Lecturer – MBA and Management Courses.

Dear Madam/Sir,

With reference to your Biodata and personal interview held, RSST is pleased to offer you the post and presently posted to work at RV Institute of Management, 4th T Block, Jayanagar, Bangalore belonging to RSST, on the terms and conditions set in Annexure 1 & 2.

Grade	: Rs. 8000-275-13500
Basic Pay	: Rs.8000
DA	: 71% of Basic Pay
CCA	: Rs. 200
HRA	: 13% of Basic

If you are interested in joining RSST, you are requested to report to Head of above posted Institution with your acceptance on or before July 1, 2006 along with the following documents (Original and 1 set of Photocopies)

- Proof of Date of Birth, Address Proof, 3 nos. Passport size photos
- EPF Nominations (wherever applicable)
- Certificates of Qualifications from SSLC / II PUC / Degree / PG & Others (if any)
- Medical Certificate from authorized & Registered doctor for fitness.
- Relieving letter from previous employer

Wishing you all the Best during your association with our Institution bringing the good name for you and your family through your honesty, sincerity, continuous development, hard and committed work.

Yours sincerely,

(A.V.S. Murthy)
Hon. Secretary,

Copy: Director, RV Institute of Management.

1/11

RASHTREEYA SIKSHANA SAMITHI TRUST

2nd Block, Jayanagar, Bangalore 560 011.
(RV Group of Educational Institutions)

Tel: (080)26562386,26561777

No.RSST/RVIM/MBA-Lecturer / April -08

April 24, 2008

D S Sowmya.
242, I Floor, R T Street,
Bangalore 560 053.

Sub: Letter of appointment for the post of Teaching Staff - Lecturer

Dear Madam,

With reference to your Biodata and interview held, RSST is pleased to offer you the above post and presently posted to work at RV Institute of Management belonging to RSST on the terms & conditions set in att Annexure 1 & 2.

AICTE Grade : Rs.8000 - 275 - 13500

Basic Pay : Rs. 8000

Fixed DA (71%), DA (17.5% on Basic + Fixed DA)

CCA (Rs.300), HRA (15% on basic)

Management share of PF - Rs. 780

If you are interested in joining RSST, you are requested **to report to Head of the above posted institution** with your acceptance on or before May 4, 2008 along with the following documents

- Photocopies of proof of date of birth (X std / TC / Notorised affidavit / Passport only will be accepted), Address Proof
- 2 Passport size photos, if not submitted
- Educational & Professional Certificates
- Medical Certificate from authorized & registered doctor for fitness
- Relieving letter from the previous employer

failing which it will be considered that you will be no more interested in this offer.

You will be bound by all the circulars, rules and regulations of RSST and modifications issued from time to time.

Wishing you all the best during your association with our institution bringing the good name for you and your family through your honesty, sincerity, continuous development, hard and committed work.

Yours sincerely,

(AVS Murthy)
Hon. Secretary / RSST.

113

Copy: Director / RVIM

RASHTREEYA SIKSHANA SAMITHI TRUST

2nd Block, Jayanagar, Bangalore 560 011.
(RV Group of Educational Institutions)

Tel: (080)26562386,26561777

No.RSST/RVIM/MBA-Placement / Aug 08 2099

August 8, 2008

Payal Jindal.
6, 9th cross, 6th main,
Pillappa block, Ganganagar,
Bangalore 32

Sub: Letter of appointment for the post of Deputy Placement Officer

Dear Madam,

With reference to your Biodata and interview held, RSST is pleased to offer you the above post and presently posted to work at RV Institute of Management belonging to RSST on the terms & conditions set in at Annexure 1 & 2.

AICTE Grade : Rs.10000 - 325 - 15200

Basic Pay : Rs. 10000

Fixed DA (71%), DA (17.5% on Basic + Fixed DA)

CCA (Rs.300), HRA (15% on basic)

Management share of PF - Rs. 780

If you are interested in joining RSST, you are requested **to report to Head of the above posted institution** with your acceptance on or before September 1, 2008 along with the following documents

- Photocopies of proof of date of birth (X std / TC / Notorised affidavit / Passport only will be accepted), Address Proof
- 2 Passport size photos, if not submitted
- Educational & Professional Certificates
- Medical Certificate from authorized & registered doctor for fitness
- Relieving letter from the previous employer

failing which it will be considered that you will be no more interested in this offer.

You will be bound by all the circulars, rules and regulations of RSST and modifications issued from time to time.

Wishing you all the best during your association with our institution bringing the good name for you and your family through your honesty, sincerity, continuous development, hard and committed work.

Yours sincerely,

(AVS Murthy)
Hon. Secretary / RSST.

08/08/08

Copy: Director / RVIM

Rashtreeya Sikshana Samithi Trust

RV EDUCATIONAL INSTITUTIONS

Ref No: RSST/ HR/ APPT/4193 /2018-19 Date - 16/10/2018

Mrs. Uma Sharma,
No: 4 Sai Ranga Nilaya,
4th Cross, 2nd Main,
Pusphale Farm, Konankunte,
Bangalore-62.

Sub: Offer of appointment for the post of **Assistant Professor- Mktg & Gen. Management:**

Dear Madam,

This is with reference to your application for the above position and subsequent interview held at RSST, Bangalore. We are happy to offer you the position of Assistant Professor – Mktg & Gen. Management in R.V Institutions and will posted presently to R. V. Institute of Management as per the terms and conditions mentioned in Annexure–A & B to this offer of appointment.

You will be paid a gross salary of Rs. 37000/- per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement you can be posted to any other institution of RSST on the same terms and conditions.

You are requested to send your acceptance of this offer and report for duty on or before **15.01.2019**, failing which the offer stands cancelled and withdrawn.

We look forward to your joining our Institution for a long and successful association.

Yours sincerely,

With Regards,

(AVS Murthy)
Hon. Secretary

Copy to: 1) The Director, R V Institute of Management.
2) Superintendent – RSST

ANNEXURE- A

Terms and Conditions of appointment:

1. You will be paid a gross salary of Rs:37,000 /- per month as per the details given below:
   - Basic with DA : Rs.15,000/-
   - Other Allowance : Rs. 22,000/-
   - EPF : Eligible on Basic with DA (Rs. 1,800/-)
   - ESI : Not Eligible
2. You will report to the Principal or any other officer nominated by Hon. Secretary / RSST.
3. You will be on Fixed Term Contract for a period of ONE Year from date of reporting.
4. Your services are liable to be terminated by giving ONE months' notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct, where in you will not be entitled to any such notice or salary in lieu of notice. Taking into consideration the nature of your duty, it will be absolutely necessary for you to work for the Establishment during the notice period unless the Management specifically waives the same.
5. Your appointment and continuation in employment with RSST will be subject to your remaining medically fit. You are required to subject yourself for medical examination before the Medical Officer, specified by the Management, as and when called upon to do so.
6. You will be a whole-time employee of RSST and you shall devote yourself exclusively to the interest of the establishment. You will not engage yourself anywhere in any other work, profession or employment in any capacity either honorary or otherwise, whilst in the services of this Establishment without the prior approval of Management.
7. You will not at any time, without the consent of the Appointing Authority disclose or divulge or make public except on legal requirements any information about the Establishment and affairs or secrets whether the same may be confided to you or become known to you in course of your services with the Establishment or otherwise, to any other individual or Institution or any customer, while in the services of the Establishment or even after you leave the services.
8. You will be governed by the Rules & Regulations of RSST and the Institution where you are posted as in force from time to time.
9. You will follow the working timings and holidays of the posted Institution for your category.
10. You will perform the works assigned by your superiors with honesty, sincerity and efficiently.
11. If you absent from work for more than 8 days continuously without approval of the Principal/reporting Officer your services are liable for termination without any notice.
12. You will continuously work towards upgrading your knowledge by actively participating in all training programs offered by the Institution.
13. If it is found that you have misrepresented any information in your application for employment or at the time of interview, or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
14. "Appointment is being made on contractual basis for a fixed period as stated in the appointment letter. Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay will be payable to you. Since your appointment is being made for a specific period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu of one – month notice thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service".
15. You are expected to maintain high standard of discipline and integrity.

Acceptance of above Terms & Conditions.

L a Sharma

Rashtreeya Sikshana Samithi Trust

RV EDUCATIONAL INSTITUTIONS

ANNEXURE-B

Duties and Responsibilities:

1. You will follow the instructions of Head of the Institution or his nominated representative.
2. You should be punctual and available for work till the closure of the College. In case of need, at times for examinations/admissions/visit of dignitaries, you will have to stay beyond the schedule time.
3. You will be responsible for all the files, letters, records, and the registers in your position.
4. You will maintain your work area and the surrounding neat and clean and help the Institution in conserving Water, Electricity, Paper etc.
5. You will use the Computer Systems, Internet and email facility diligently; any misuse of these will be a serious offence.
6. You must strive to upgrade your knowledge by making use of Library, media, internet etc.
7. Take part in Community and other Group activities arranged by the Institution.
8. You are expected to wear only formal dresses approved by the Institution. Dress should be modest and decent.
9. Whenever you represent the Institution during Seminars, Presentations, Tours, picnics you will maintain dignity and image of the Institution.
10. Whenever conferences, seminars, workshops, Management Fests and Cultural activities are organized by the Institution, you are expected to work as per the instructions of the Head of the institution.
11. You are required to take active part in all the inspections, Accreditations etc.
12. Any other relevant responsibilities entrusted by the Hon. Secretary/Head of the Institution.

Hon. Secretary

Acceptance of appointment by the Candidate:

I hereby accept the appointment on the terms and conditions stipulated above. Thanking you for the offer and assure you best of my services.

Date: 16/10/18

L Sharma.
(Vani Sharma.)

RASHTREEYA SIKSHANA SAMITHI TRUST
2nd Block, Jayanagar, Bangalore 560 011.
(RV Group of Educational Institutions)

Tel: (080)26562386,26561777

No. RSST/RVIM/MBA-PR/Oct-2011/3032

Dated: September 28, 2011

Mr. S.K.Manjunath,
S/o, S.K. Swamy,
No.296, 5th main,
1st cross, Mahalakshmi Layout,
Bangalore-560086

Dear Sir,

Sub: Letter of appointment for the post of Public Relations officer

With reference to your Biodata and interview held, RSST is pleased to offer you the above post and you are presently posted to work at RVIM belonging to RSST on the terms and conditions set out in Annexures **1 & 2** wef **1st October 2011.**

Grade	**: Rs.6000-150-7200-200-8800-260-10880-320-11200**
Basic Pay	**: Rs.8800**
D.A.	**: 105% of Basic**
C.C.A.	**: 20% of Basic**
Management Share of PF	**: Yes**

(If PF is Yes, the payment will be 12% of (Basic + DA) subject to max. of Rs.780.

If you are interested in joining RSST, you are requested to report to Head of above posted institution with your acceptance and following documents (if not submitted already) on or before **01.10.2011**.

- Photocopies of Proof of date of birth (Xth std/TC/Notarised affidavit/Passport only will be accepted)
- Address proof originals to be produced for verification (Ration Card/ Driving Licence,/Voter's ID/ Pass port)
- 2 Passport size photos.
- EPF Nominations (wherever applicable)
- Educational and Professional Certificates. Originals to be produced for verification
- Medical certificate from authorized & recognized doctor for fitness
- Relieving letter from the previous employer.

Failing which it will be considered that you will be no more interested at this offer. You will be bound by all the circulars, rules and regulations of RSST and modifications issued from time to time.

Wishing you all the best during your association with our institution bringing the good name for you and your family through your honesty, sincerity, continuous development, hard and committed work.

(AVS Murthy)
Hon. Secretary, RSST

Copy: Director, RVIM

- To check the documents and open the new service registers.
- Monitor the performance and advice for confirmation.
- Annual confidential reports to be sent before the annual increments

28/09/11

Appt.letters/PR/RVIM-Oct-2011

RASHTREEYA SIKSHANA SAMITHI TRUST
(RV Educational Institutions)
R.V. Teachers' College Building
2nd Block, Jayanagar, Bangalore – 560 011
Tel: (080) 26562386, 26561777

Ref. No.5462/RSST/RVIM/AP/Feb.-2016
Date: March 01, 2016.

Mr. S.K. Manjunath
S/o, Sri S.K. Swamy
#296, 5th Main, 1st Cross,
Mahalakshmi Layout,
Bangalore - 560 086.

Dear Sir,

Sub: Letter of Appointment for the post of Teaching Staff- Assistant Professor

Rashtreeya Sikshana Samithi Trust is pleased to offer you the above post and you are required to work at **RV Institute of Management** belonging to RSST on the terms & conditions set out in Annexures 1 and 2.

AICTE Grade	:	**Rs.15600-39100**
Basic Pay	:	**Rs.15600**
Special Pay	:	**Rs. 6000**
DA	:	**86% on Basic**
HRA	:	**25% of Basic**
CCA	:	**Rs. 300/-**
Management Share of PF	:	**Rs. 1800/-**

You are required **to report to the Head of the above institution** with your acceptance on or before **10th March 2016** along with the following documents,

- Photocopies of Proof of date of birth (X std Marks Card/TC from School Authority/Passport only will be accepted). Address-proof / Originals to be produced for verification.
- 2 Passport size photos, if not submitted.
- Educational and Professional Certificates. Originals to be produced for verification
- Medical certificate from authorized & recognized doctor for fitness
- Relieving letter from the previous employer.

You will be bound by all the circulars, rules and regulations of RSST and modifications issued from time to time.
Please return the duplicate copy of this letter duly signed in token of your acceptance.

We wish you all the best during your association with our institution. We trust that, you will earn a good name for yourself and your family, through your honesty, sincerity, continuous development, hard and committed work.

AVS Murthy
Hon. Secretary-RSST

Copy: Director, RVIM

- To check the documents and to make entries in the service register.
- Monitor the performance and advice for confirmation.
- Annual confidential reports to be sent before the annual increment

01.03.16 Appt.letter/MBA/RVIM/ Assistant Professor- March2016

Rashtreeya Sikshana Samithi Trust

R.V.INSTITUTE OF MANAGEMENT

CA-17, 36TH CROSS, 26TH MAIN, 4TH T BLOCK, JAYANAGAR, BANGALORE – 41

Ref: 864/RVIM/MBA/2017-18 Date: 04/01/2018

To,
The Hon. Secretary,
RSS Trust,
II Block, Jayanagar,
Bangalore- 560011.

R.V. INSTITUTE OF MANAGEMENT
No. 301
Year 2018
Date 9-1-18
Time: 12.55pm
4th 'T' Block, Jayanagar, Bangalore-41

RASHTREEYA SIKSHANA SAMITHI TRUST
No: 6555
Date: 4.1.18

Respected Sir,

Sub: Request for the regularisation of Appointment and to place the Employee on suitable scale.

With respect to the above we would like to submit to your goodself, that Ms. Ramya S was appointed as Assistant Professor on Fixed Term Contract for a period of one year vide appointment order No: 5781/ RSST / HR / APPT /5781/2016-17, dtd: 11.01.2017., on Gross Salary of Rs.25,000/- with Basic with DA:Rs:15,000/-, Additional Pay: Rs.10,000/- EPF: Eligible on Basic with DA (Rs 1800) , ESI : Not Eligible.

Ms. Ramya S reported for duty on 19.01.2017., and she is completing temporary engagement of service on 18.01.2018.

We recommend for grant of AICTE Grade pay of Rs. 15600 – 39100, With Basic pay: Rs. 15,600/-, DA: 105.55% on Basic, Special Pay: Rs. 6000/-, HRA: 25% of Basic, CCA: Rs. 300/-, she is eligible for Provident fund, not eligible for ESI and to regularise her services in the Institution.

We request you to kindly accord your approval and oblige.

Thanking you.

Yours faithfully,

DIRECTOR

– Perused.
– For signature please.

Hon. Secretary
RSST

8/1/18

SS 4/1

SAR called Dr

Rashtreeya Sikshana Samithi Trust ®
RV Educational Institutions ®

Ref No:RSST/HR/APPT/RVIM/2022-23/5750

Date:19.01.2023

Mr. Mithun D J
A-601, Atlantis liberty square
Apartment, Kanakapura road,
Bengaluru-560062.

Sub: Offer of appointment for the post of **Co-ordinator - Business Analytics Program.**

Dear Sir,

This is with reference to your application for the above position and subsequent interview held at Rashtreeya Sikshana Samithi Trust (RSST), Bangalore. We are happy to offer you the position of Co-ordinator - Business Analytics Program in R.V Institute of Management as per the terms and conditions mentioned in Annexure - A & B to this offer of appointment.

You will be paid a gross salary of ₹1,30,000/- per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

You are required to report for duty with all your credentials, relieving letter from the current employer and Pre-employment Medical check-up by a Registered Medical Practitioner as per the format enclosed.

You are requested to send your acceptance of this offer and report for duty on or before 31.01.2023, failing which the offer stands cancelled and withdrawn.

We look forward to your joining our Institution for a long and successful association.

Yours sincerely,

Dr.(h.c.) A.V.S. MURTHY
Hon. Secretary

R.V. INSTITUTE OF MANAGEMENT
No.
Year
Date
46, T Block, Jayanagar, Bangalore-41

Copy to: 1) Director, RV Institute of Management
2) Superintendent-RSST

HR

Received
Milk

RV Teachers College Building,
15, Ashoka Pillar Road, 2nd Block,
Jayanagar, Bengaluru - 560011
Karnataka, India

080-46746464

rv@rvei.edu.in
www.rvinstitutions.com

Go, change the world

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ANNEXURE-A

Terms and Conditions of appointment of Mr. Mithun D J:

1. You will be paid a gross salary of ₹.1,30,000/- per month as per the details given below:
   - **Basic** : ₹.58,500/-
   - **HRA (20% of Basic)** : ₹.11,700/-
   - **Conveyance Allowance** : ₹.15,000/-
   - **Medical Allowance** : ₹.6,000/-
   - **Leave Travel Allowance** : ₹.8,333/-
   - **Other Allowance** : ₹.10,000/-
   - **Personal Pay** : ₹.15,854/-
   - **EPF** : ₹.1,800/-
   - **Gratuity** : ₹.2,813/-
2. You will report to the Director or any other officer nominated by Hon. Secretary/RSST.
3. You will be on Contract for a period of ONE year from date of reporting.
4. A refundable security deposit of one-month gross salary will be deducted in ten equal monthly instalments as per Institution Policy.
5. Your services are liable to be terminated by giving ONE month's notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct, where in you will not be entitled to any such notice or salary in lieu of notice. Taking into consideration the nature of your duty, it will be absolutely necessary for you to work for the Establishment during the notice period unless the Management specifically waives the same.
6. Your appointment and continuation in employment with RSST will be subject to your remaining medically fit. You are required to subject yourself for medical examination before the Medical Officer, specified by the Management, as and when called upon to do so.
7. You will be a whole-time employee of RSST and you shall devote yourself exclusively to the interest of the establishment. You will not engage yourself anywhere in any other work, profession or employment in any capacity either honorary or otherwise, whilst in the services of this Establishment without the prior approval of Management.
8. You will not at any time, without the consent of the Appointing Authority disclose or divulge or make public except on legal requirements any information about the Establishment and affairs or secrets whether the same may be confided to you or become known to you in course of your services with the Establishment or otherwise, to any other individual or Institution or any customer, while in the services of the Establishment or even after you leave the services.
9. You will be governed by the Rules & Regulations of RSST and the Institution where you are posted as in force from time to time.
10. You will follow the working timings and holidays of the posted Institution for your category.
11. You will perform the works assigned by your superiors with honesty, sincerity and efficiently.
12. If you absent from work for more than 8 days continuously without approval of the Director/reporting Officer your services are liable for termination without any notice.
13. You will continuously work towards upgrading your knowledge by actively participating in all Training programs offered by the Institution.
14. You will retire from the services of the Establishment on attaining the age of 58 years. For the proof of your age, the Management considers only the date of Birth, as mentioned in the Karnataka Secondary Education Examination Certificate (SSLC). The date of birth once furnished and admitted shall be final and no change will be entertained.
15. If it is found that you have misrepresented any information in your application for employment or at the time of interview or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

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Ref:355/R

Rashtreeya Sikshana Samithi Trust ®
RV Educational Institutions ®

16. "Appointment is being made on contractual basis for a fixed period as stated in the appointment letter. Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay will be payable to you. Since your appointment is being made for a specific period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu of one-month notice thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service."
17. You are expected to maintain high standard of discipline and integrity.

(Mr. Mithun D J)
Candidate Signature
(27/01/23)

Date: /01/2023

RV Teachers College Building,
15, Ashoka Pillar Road, 2nd Block,
Jayanagar, Bengaluru - 560011
Karnataka, India

080-46746464

rv@rvei.edu.in
www.rvinstitutions.com

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ANNEXURE-B

Duties and Responsibilities of Mr. Mithun D J:

1. You will follow the instructions of Head of the Institution or his nominated representative.
2. As discussed you will contribute to the growth of the Institution in following ways and means;
   a. Learning and Curriculum Design.
      - Bringing experimental learning approach to the class that not only enhances learning process but also helps students to understand the concepts with logical reasoning.
      - Planning and strategising the formation of a formal student's club that will take the charge of various activities in the institute and helping the student's club to function and operate in the same manner as they do in premier Institution like IIMs and ISB.
      - Designing mentoring system that will be more visible, transparent and functional giving a way to two-way communication and handling student's problems individually.
      - Introducing NPTEL courses and other MOOCs to enhance the knowledge base of students' especially for all foundation courses.
      - Engaging and guiding students to research.
      - Prepare Lesson Plan, Teaching/course Material, Video Lectures, PPTs, etc. Preparation of course docket.
      - Using QuikIrn LMS, Piruby and other electronic platforms to its best capacity. Using of innovative pedagogical tools.
      - Facilitation/coordinating for compliance activities. Institution governance and other activities like Accreditation, LIC, AICTE, Website, OBE, IQAC, Autonomy, University and Examination, etc.
      - Engaging students and guide them to write case studies that are published in reputed journal.
   b. Research and Consultancy
      - Helping to grow research culture in institution by organizing workshops and seminars in collaboration with Professors and Research Chairs from premier institutions.
      - Bringing collaborative research initiatives to the institute.
      - Bringing funds and grants for organizing FDP, seminar and workshops (ICSSR, NCW, MCX, etc.).
      - Organizing National and International conference (ICWA, NCW, AICTE, etc.).
      - Write papers for SCOPUS, WOS and other refereed Journals.
      - Bringing in funded projects (BPRD, ICSSR, DST, NCW, etc.).
   c. Industry Institute Interaction
      - Utilizing your professional and personal network for invited talks, FDP, MDP, seminar, conferences, workshops, value added programs, etc.
      - Bringing internship opportunities for students to intensify their understanding about specialised courses.
      - Inviting stalwarts from industry and academia for various events organized in the institution.
      - Signing MOU with Industry and Academia for designing intensive programmes for students'.
      - Catering to consultancy for raising industry institute interaction.
      - Collaborating with other Industries and Institutions through executing MOUs.
3. You should be punctual and available for work till the closure of the College. In case of need, at times for examinations/admissions/visit of dignitaries, you will have to stay beyond the schedule time.

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4. You will be responsible for all the files, letters, records and the registers in your position.
5. You will maintain your work area and the surrounding neat and clean and help the Institution in conserving Water, Electricity, and Paper etc.
6. You will use the Computer Systems, Internet and email facility diligently. Any misuse of these will be a serious offence.
7. You must strive to upgrade your knowledge by making use of Library, Media, Internet and other resources, etc.
8. Take part in Community and other Group activities arranged by the Institution.
9. You are expected to wear only formal dresses approved by the Institution. Dress should be modest and decent.
10. Whenever you represent the Institution during Seminars, Presentations, Tours, picnics you will maintain dignity and image of the Institution.
11. Whenever conferences, seminars, workshops, Management Fests and Cultural activities are organized by the Institution, you are expected to work as per the instructions of the Head of the Institution.
12. You are required to take active part in all the Inspections, Accreditations, etc.
13. Any other relevant responsibilities entrusted by the Hon. Secretary/Head of the Institution from time to time.

Hon. Secretary

Acceptance of appointment by the Candidate:

I hereby accept the appointment on the terms and conditions stipulated above. Thanking you for the offer and assure you best of my services.

Mr. Mithun D J
Candidate Signature

Date: /01/2023

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Rashtreeya Sikshana Samithi Trust®
RV Educational Institutions®

Ref No: RSST/RVIM/HR/2580 /2020-21 **Date:** 28.12.2020

Ms. Pooja R Takalkar
SF 1A, Sai Nandana Apartment,
Opposite Infilife Clinic, RR Nagar,
Bengaluru-560098.

Sub: Offer of appointment for the post of **Teaching Assistant.**

Dear Madam,

This is with reference to your application for the above position and subsequent interview held at RSST, Bangalore. We are happy to offer you the position of Teaching Assistant in R.V Institutions and presently posted to RV Institute of Management as per the terms and conditions mentioned in Annexure-A & B to this offer of appointment.

You will be paid a gross salary of ₹33,000/- per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

You are required to report for duty with all your credentials, relieving letter from the current employer and Pre-employment Medical checkup by a Registered Medical Practitioner as per the format enclosed.

You are requested to send your acceptance of this offer and report for duty on or before 10.12.2020, failing which the offer stands cancelled and withdrawn.

We look forward to your joining our Institution for a long and successful association.

Yours sincerely,

R.V. INSTITUTE OF MANAGEMENT Bangalore

Received Takalkar 29/12/2020.

(AVS Murthy)
Hon. Secretary

Copy to: 1) Director, RV Institute of Management
2) Superintendent-RSST

ANNEXURE-A

Terms and Conditions of appointment of Ms. Pooja R Takalkar:

1. You will be paid a gross salary of ₹ 33,000 /- per month as per the details given below:
   - Basic with DA : ₹ 20,000 /-
   - Personal Pay ₹ 11,200 /-
   - EPF : Eligible on Gross limited to ₹.1,800/- contribution
   - ESI : Not Eligible
2. You will report to the Head of the Institution or any other officer nominated by Hon. Secretary/RSST.
3. You will be on Fixed Term Contract for a period of ONE year from date of reporting.
4. Your services are liable to be terminated by giving ONE month's notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct, where in you will not be entitled to any such notice or salary in lieu of notice. Taking into consideration the nature of your duty, it will be absolutely necessary for you to work for the Establishment during the notice period unless the Management specifically waives the same.
5. Your appointment and continuation in employment with RSST will be subject to your remaining medically fit. You are required to subject yourself for medical examination before the Medical Officer, specified by the Management, as and when called upon to do so.
6. You will be a whole-time employee of RSST and you shall devote yourself exclusively to the interest of the establishment. You will not engage yourself anywhere in any other work, profession or employment in any capacity either honorary or otherwise, whilst in the services of this Establishment without the prior approval of Management.
7. You will not at any time, without the consent of the Appointing Authority disclose or divulge or make public except on legal requirements any information about the Establishment and affairs or secrets whether the same may be confided to you or become known to you in course of your services with the Establishment or otherwise, to any other individual or Institution or any customer, while in the services of the Establishment or even after you leave the services.
8. You will be governed by the Rules & Regulations of RSST and the Institution where you are posted as in force from time to time.
9. You will follow the working timings and holidays of the posted Institution for your category.
10. You will perform the works assigned by your superiors with honesty, sincerity and efficiently.
11. You will retire from the service as per the retirement age prescribed for the faculty of the Institution from time to time. For the proof of your age, the Management considers only the date of Birth, as mentioned in the School Leaving Certificate (SSLC). The date of birth once furnished and admitted shall be final and no change will be entertained.
12. If you absent from work for more than 8 days continuously without approval of the Principal/reporting Officer your services are liable for termination without any notice.
13. You will continuously work towards upgrading your knowledge by actively participating in all Training programs offered by the Institution.
14. If it is found that you have misrepresented any information in your application for employment or at the time of interview, or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
15. "Appointment is being made on contractual basis for a fixed period as stated in the appointment letter. Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay will be payable to you. Since your appointment is being made for a specific period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu of one-month notice thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service."
16. You are expected to maintain high standard of discipline and integrity.

Takalkar 29/12/2020

(Ms. Pooja R Takalkar)
Candidates Signature

Date: 29/12/2020

7. You must strive to upgrade your knowledge by making use of Library, Media, Internet and other resources, etc.
8. Take part in Community and other Group activities arranged by the Institution.
9. You are expected to wear only formal dresses approved by the Institution. Dress should be modest and decent.
10. Whenever you represent the Institution during Seminars, Presentations, Tours, picnics you will maintain dignity and image of the Institution.
11. Whenever conferences, seminars, workshops, Management Fests and Cultural activities are organized by the Institution, you are expected to work as per the instructions of the Head of the Institution.
12. You are required to take active part in all the Inspections, Accreditations, etc.
13. Any other relevant responsibilities entrusted by the Hon. Secretary/Head of the Institution from time to time.

Hon. Secretary

Acceptance of appointment by the Candidate:

I hereby accept the appointment on the terms and conditions stipulated above. Thanking you for the offer and assure you best of my services.

01/08/22.

(Ms. Ankita Shrivastava)
Candidate Signature

Date:19/07/2022

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Rashtreeya Sikshana Samithi Trust ®
RV Educational Institutions ®

Ref No: RSST/RVIM/HR/APPT/2022-23/ 218 | **Date:19.07.2022**

Ms. Ankita Shrivastava
B-403, Sraddha Palmeua apartment,
Kaverappa Layout, Kadubeesenahalli,
Bengaluru-560103.

Sub: Offer of appointment for the post of **Assistant Professor.**

Dear Madam,

This is with reference to your application for the above position and subsequent interview held at Rashtreeya Sikshana Samithi Trust (RSST), Bangalore. We are happy to offer you the position of Assistant Professor in R.V Institute of Management as per the terms and conditions mentioned in Annexure - A & B to this offer of appointment.

You will be paid a gross salary of ₹50,000/- per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

You are required to report for duty with all your credentials, relieving letter from the current employer and Pre-employment Medical check-up by a Registered Medical Practitioner as per the format enclosed.

You are requested to send your acceptance of this offer and report for duty on or before 10.08.2022, failing which the offer stands cancelled and withdrawn.

We look forward to your joining our Institution for a long and successful association.

Yours sincerely,

Dr.(h.c.) A.V.S. MURTHY
Hon. Secretary

Copy to: 1) Director, RV Institute of Management
2) Superintendent-RSST

Received
01/08/22

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ANNEXURE-A

Terms and Conditions of appointment of Ms. Ankita Shrivastava:

1. You will be paid a gross salary of ₹.50,000/- per month as per the details given below:
   - **Basic with DA : ₹.22,000/-**
   - **Other Allowance : ₹.15,000/-**
   - **Personal Pay : ₹.13,000/-**
   - **EPF : Not Eligible**
   - **ESI : Not Eligible.**
2. You will report to the Director or any other officer nominated by Hon. Secretary/RSST.
3. You will be on Contract for a period of ONE year from date of reporting.
4. A refundable security deposit of one-month gross salary will be deducted in ten equal monthly instalments as per Institution Policy.
5. Your services are liable to be terminated by giving ONE month's notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct, where in you will not be entitled to any such notice or salary in lieu of notice. Taking into consideration the nature of your duty, it will be absolutely necessary for you to work for the Establishment during the notice period unless the Management specifically waives the same.
6. Your appointment and continuation in employment with RSST will be subject to your remaining medically fit. You are required to subject yourself for medical examination before the Medical Officer, specified by the Management, as and when called upon to do so.
7. You will be a whole-time employee of RSST and you shall devote yourself exclusively to the interest of the establishment. You will not engage yourself anywhere in any other work, profession or employment in any capacity either honorary or otherwise, whilst in the services of this Establishment without the prior approval of Management.
8. You will not at any time, without the consent of the Appointing Authority disclose or divulge or make public except on legal requirements any information about the Establishment and affairs or secrets whether the same may be confided to you or become known to you in course of your services with the Establishment or otherwise, to any other individual or Institution or any customer, while in the services of the Establishment or even after you leave the services.
9. You will be governed by the Rules & Regulations of RSST and the Institution where you are posted as in force from time to time.
10. You will follow the working timings and holidays of the posted Institution for your category.
11. You will perform the works assigned by your superiors with honesty, sincerity and efficiently.
12. If you absent from work for more than 8 days continuously without approval of the Director/reporting Officer your services are liable for termination without any notice.
13. You will continuously work towards upgrading your knowledge by actively participating in all Training programs offered by the Institution.
14. You will retire from the services of the Establishment on attaining the age of 58 years. For the proof of your age, the Management considers only the date of Birth, as mentioned in the Karnataka Secondary Education Examination Certificate (SSLC). The date of birth once furnished and admitted shall be final and no change will be entertained.
15. If it is found that you have misrepresented any information in your application for employment or at the time of interview or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
16. "Appointment is being made on contractual basis for a fixed period as stated in the appointment letter. Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay will be payable to you. Since your appointment is being made for a specific period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu of one-month notice thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service."
17. You are expected to maintain high standard of discipline and integrity.

Date: 01/08/22. ~~10/7/2022~~

(Ms. Ankita Shrivastava)
Candidate Signature

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ANNEXURE-B

Duties and Responsibilities of Ms. Ankita Shrivastava:

1. You will follow the instructions of Head of the Institution or his nominated representative.
2. As discussed you will contribute to the growth of the Institution in following ways and means;
   a. Learning and Curriculum Design.
      - Bringing experimental learning approach to the class that not only enhances learning process but also helps students to understand the concepts with logical reasoning.
      - Planning and strategising the formation of a formal student's club that will take the charge of various activities in the institute and helping the student's club to function and operate in the same manner as they do in premier Institution like IIMs and ISB.
      - Designing mentoring system that will be more visible, transparent and functional giving a way to two-way communication and handling student's problems individually.
      - Introducing NPTEL courses and other MOOCs to enhance the knowledge base of students' especially for all foundation courses.
      - Engaging and guiding students to research.
      - Prepare Lesson Plan, Teaching/course Material, Video Lectures, PPTs, etc. Preparation of course docket.
      - Using QuikIrn LMS, Piruby and other electronic platforms to its best capacity. Using of innovative pedagogical tools.
      - Facilitation/coordinating for compliance activities. Institution governance and other activities like Accreditation, LIC, AICTE, Website, OBE, IQAC, Autonomy, University and Examination, etc.
      - Engaging students and guide them to write case studies that are published in reputed journal.
   b. Research and Consultancy
      - Helping to grow research culture in institution by organizing workshops and seminars in collaboration with Professors and Research Chairs from premier institutions.
      - Bringing collaborative research initiatives to the institute.
      - Bringing funds and grants for organizing FDP, seminar and workshops (ICSSR, NCW, MCX, etc.).
      - Organizing National and International conference (ICWA, NCW, AICTE, etc.).
      - Write papers for SCOPUS, WOS and other refereed Journals.
      - Bringing in funded projects (BPRD, ICSSR, DST, NCW, etc.).
   c. Industry Institute Interaction
      - Utilizing your professional and personal network for invited talks, FDP, MDP, seminar, conferences, workshops, value added programs, etc.
      - Bringing internship opportunities for students to intensify their understanding about specialised courses.
      - Inviting stalwarts from industry and academia for various events organized in the institution.
      - Signing MOU with Industry and Academia for designing intensive programmes for students'.
      - Catering to consultancy for raising industry institute interaction.
      - Collaborating with other Industries and Institutions through executing MOUs.
3. You should be punctual and available for work till the closure of the College. In case of need, at times for examinations/admissions/visit of dignitaries, you will have to stay beyond the schedule time.
4. You will be responsible for all the files, letters, records and the registers in your position.
5. You will maintain your work area and the surrounding neat and clean and help the Institution in conserving Water, Electricity, and Paper etc.
6. You will use the Computer Systems, Internet and email facility diligently. Any misuse of these will be a serious offence.

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RV Educational Institutions®
RV Teachers College Building, 15, Ashoka Pillar Road, 2nd Block,
Jayanagar, Bengaluru - 560011, Karnataka, India

rv@rvei.edu.in
www.rvinstitutions.com
Tel: +91-80-46746464

Ref No: RSST/RVIM/HR/APPT/2023-24/ 7334

Date:06.02.2024



Mr. Sohaib Ahmed Khan
No. 49, 1st floor, 2nd cross
RBI extension, Medicure hospital
Jayanagar 3rd Block East,
Near Byrasandra Lake
Jayanagar Bengaluru-560011.

Sub: Offer of appointment for the post of **Assistant Professor.**

Dear Sir,

This is with reference to your application for the above position and subsequent interview held at Rashtreeya Sikshana Samithi Trust (RSST), Bangalore. We are happy to offer you the position of Assistant Professor in RV Institute of Management as per the terms and conditions mentioned in Annexure - A & B to this offer of appointment.

You will be paid a gross salary of ₹50,000/- per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

You are requested to send your acceptance of this offer and report for duty on or before 10.02.2024, failing which the offer stands cancelled and withdrawn.

We look forward to your joining our Institution for a long and successful association.

Yours sincerely,

Dr.(h.c.) A.V.S. MURTHY
Hon. Secretary

Copy to: 1) Director, RV Institute of Management
2) Superintendent-RSST

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RV Educational Institutions®
RV Teachers College Building, 15, Ashoka Pillar Road, 2nd Block,
Jayanagar, Bengaluru - 560011, Karnataka, India

rv@rvei.edu.in
www.rvinstitutions.com
Tel: +91-80-46746464

ANNEXURE-A

Terms and Conditions of appointment of Mr. Sohaib Ahmed Khan:

1. You will be paid a gross salary of ₹.50,000/- per month as per the details given below:
   (MGMT-AICTE-7th Pay)
   - **Basic : ₹.37,100/-**
   - **DA (5.2% of Basic) : ₹.1,929/-**
   - **CCA : ₹. 300/-**
   - **HRA (25% of Basic) : ₹.9,275/-**
   - **Personal Pay : ₹.1,396/-**
   - **EPF : Not Eligible.**
   - **ESI : Not Eligible.**
   - **Gross : ₹.50,000/-**
2. You will report to the Director or any other officer nominated by Hon. Secretary/RSST.
3. You will be contract till 30.06.2025.
4. A refundable security deposit of one-month gross salary will be deducted in ten equal monthly instalments as per Institution Policy.
5. Your services are liable to be terminated by giving ONE month's notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct, where in you will not be entitled to any such notice or salary in lieu of notice. Taking into consideration the nature of your duty, it will be absolutely necessary for you to work for the Establishment during the notice period unless the Management specifically waives the same.
6. Your appointment and continuation in employment with RSST will be subject to your remaining medically fit. You are required to subject yourself for medical examination before the Medical Officer, specified by the Management, as and when called upon to do so.
7. You will be a whole-time employee of RSST and you shall devote yourself exclusively to the interest of the establishment. You will not engage yourself anywhere in any other work, profession or employment in any capacity either honorary or otherwise, whilst in the services of this Establishment without the prior approval of Management.
8. You will not at any time, without the consent of the Appointing Authority disclose or divulge or make public except on legal requirements any information about the Establishment and affairs or secrets whether the same may be confided to you or become known to you in course of your services with the Establishment or otherwise, to any other individual or Institution or any customer, while in the services of the Establishment or even after you leave the services.
9. You will be governed by the Rules & Regulations of RSST and the Institution where you are posted as in force from time to time.
10. You will follow the working timings and holidays of the posted Institution for your category.
11. You will perform the works assigned by your superiors with honesty, sincerity and efficiently.
12. If you absent from work for more than 8 days continuously without approval of the Director/reporting Officer your services are liable for termination without any notice.
13. You will continuously work towards upgrading your knowledge by actively participating in all Training programs offered by the Institution.
14. You will retire from the services of the Establishment on attaining the age of 58 years. For the proof of your age, the Management considers only the date of Birth, as mentioned in the Karnataka Secondary Education Examination Certificate (SSLC). The date of birth once furnished and admitted shall be final and no change will be entertained.
15. If it is found that you have misrepresented any information in your application for employment or at the time of interview or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
16. "Appointment is being made on contractual basis for a fixed period as stated in the appointment letter. Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay will be payable to you. Since your appointment is being made for a specific period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu of one-month notice thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service."
17. You are expected to maintain high standard of discipline and integrity.

Date: 01/02/2024

(Mr. Sohaib Ahmed Khan)
Candidate Signature

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RV Educational Institutions®
RV Teachers College Building, 15, Ashoka Pillar Road, 2nd Block,
Jayanagar, Bengaluru - 560011, Karnataka, India

rv@rvei.edu.in
www.rvinstitutions.com
Tel: +91-80-46746464

ANNEXURE-B

Duties and Responsibilities of Mr. Sohaib Ahmed Khan:

1. You will follow the instructions of Head of the Institution or his nominated representative.
2. As discussed you will contribute to the growth of the Institution in following ways and means;
   a. Learning and Curriculum Design.
      - Bringing experimental learning approach to the class that not only enhances learning process but also helps students to understand the concepts with logical reasoning.
      - Planning and strategising the formation of a formal student's club that will take the charge of various activities in the institute and helping the student's club to function and operate in the same manner as they do in premier Institution like IIMs and ISB.
      - Designing mentoring system that will be more visible, transparent and functional giving a way to two-way communication and handling student's problems individually.
      - Introducing NPTEL courses and other MOOCs to enhance the knowledge base of students' especially for all foundation courses.
      - Engaging and guiding students to research.
      - Prepare Lesson Plan, Teaching/course Material, Video Lectures, PPTs, etc. Preparation of course docket.
      - Using Quiklrn LMS, Piruby and other electronic platforms to its best capacity. Using of innovative pedagogical tools.
      - Facilitation/coordinating for compliance activities. Institution governance and other activities like Accreditation, LIC, AICTE, Website, OBE, IQAC, Autonomy, University and Examination, etc.
      - Engaging students and guide them to write case studies that are published in reputed journal.
   b. Research and Consultancy
      - Helping to grow research culture in institution by organizing workshops and seminars in collaboration with Professors and Research Chairs from premier institutions.
      - Bringing collaborative research initiatives to the institute.
      - Bringing funds and grants for organizing FDP, seminar and workshops (ICSSR, NCW, MCX, etc.).
      - Organizing National and International conference (ICWA, NCW, AICTE, etc.).
      - Write papers for SCOPUS, WOS and other refereed Journals.
      - Bringing in funded projects (BPRD, ICSSR, DST, NCW, etc.).
   c. Industry Institute Interaction
      - Utilizing your professional and personal network for invited talks, FDP, MDP, seminar, conferences, workshops, value added programs, etc.
      - Bringing internship opportunities for students to intensify their understanding about specialised courses.
      - Inviting stalwarts from industry and academia for various events organized in the institution.
      - Signing MOU with Industry and Academia for designing intensive programmes for students'.
      - Catering to consultancy for raising industry institute interaction.
      - Collaborating with other Industries and Institutions through executing MOUs.
3. You should be punctual and available for work till the closure of the College. In case of need, at times for examinations/admissions/visit of dignitaries, you will have to stay beyond the schedule time.
4. You will be responsible for all the files, letters, records and the registers in your position.
5. You will maintain your work area and the surrounding neat and clean and help the Institution in conserving Water, Electricity, and Paper etc.
6. You will use the Computer Systems, Internet and email facility diligently. Any misuse of these will be a serious offence.

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7. You must strive to upgrade your knowledge by making use of Library, Media, Internet and other resources, etc.
8. Take part in Community and other Group activities arranged by the Institution.
9. You are expected to wear only formal dresses approved by the Institution. Dress should be modest and decent.
10. Whenever you represent the Institution during Seminars, Presentations, Tours, picnics you will maintain dignity and image of the Institution.
11. Whenever conferences, seminars, workshops, Management Fests and Cultural activities are organized by the Institution, you are expected to work as per the instructions of the Head of the Institution.
12. You are required to take active part in all the Inspections, Accreditations, etc.
13. Any other relevant responsibilities entrusted by the Hon. Secretary/Head of the Institution from time to time.

Hon. Secretary

Acceptance of appointment by the Candidate:

I hereby accept the appointment on the terms and conditions stipulated above. Thanking you for the offer and assure you best of my services.

(Mr. Sohaib Ahmed Khan)
Candidate Signature

Date: 01/02/2024

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RV Educational Institutions®
RV Teachers College Building, 15, Ashoka Pillar Road, 2nd Block, Jayanagar, Bengaluru - 560011, Karnataka, India

rv@rvei.edu.in
www.rvinstitutions.com
Tel: +91-80-46746464

Ref No:RSST/HR/APPT/RVIM/2024-25/1367 **Date: 27/05/2024**

Dr. Sumera Aluru
C/o BVR.Vishnu Tej
#131, Teachers Colony,
2nd Main, 6th Cross
Kumarswamy Layout
Bangalore-560078.

Sub: Offer of appointment for the post of **Associate Professor**.

Dear Madam,

This is with reference to your application for the above position and subsequent interview held at Rashtreeya Sikshana Samithi Trust (RSST), Bangalore. We are happy to offer you the position of **Associate Professor** in **RV Institute of Management** as per the terms and conditions mentioned in Annexure - A & B to this offer of appointment.

You will be paid a consolidated salary of ₹.1,00,000/- (₹. One lakh Only) per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

You are required to report for duty with all your credentials, relieving letter from the current employer and Pre-employment Medical check-up by a Registered Medical Practitioner as per the format enclosed.

You are requested to send your acceptance of this offer and report for duty on or before 05/06/2024, failing which the offer stands cancelled and withdrawn.

We look forward to your joining our Institution for a long and successful association.

Yours sincerely,

Dr.(h.c.) A.V.S. Murthy
Hon. Secretary

Copy to: 1) Director, RVIM
2) Superintendent-RSST

Received
Sumera

RV Educational Institutions®
RV Teachers College Building, 15, Ashoka Pillar Road, 2nd Block,
Jayanagar, Bengaluru - 560011, Karnataka, India

rv@rvei.edu.in
www.rvinstitutions.com
Tel: +91-80-46746464

Ref No:RSST/HR/APPT/RVIM/2024-25/4889 **Date:08/10/2024**



Dr. Srikanth P
S/o Dr. P Muralidhar
#26, 'Sri Niketana',
1st Cross, Vinayaka Layout
Uttarahalli Bangalore-560061.

Sub: Offer of appointment for the post of **Professor**.

Dear Sir,

This is with reference to your application for the above position and subsequent interview held at Rashtreeya Sikshana Samithi Trust (RSST), Bangalore. We are happy to offer you the position of **Professor in RV Institute of Management** as per the terms and conditions mentioned in Annexure - A & B to this offer of appointment.

You will be paid a consolidated salary of ₹.1,70,000/- (₹. One lakh Seventy Thousand Only) per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

You are required to report for duty with all your credentials, relieving letter from the current employer and Pre-employment Medical check-up by a Registered Medical Practitioner as per the format enclosed.

You are requested to send your acceptance of this offer and report for duty on or before 30/10/2024, failing which the offer stands cancelled and withdrawn.

We look forward to your joining our Institution for a long and successful association.

Yours sincerely,

Dr.(h.c.) A.V.S. Murthy
Hon. Secretary

Received
8/10/24

Copy to: 1) Director, RVIM
2) Superintendent-RSST

ANNEXURE-A

Terms and Conditions of appointment of Dr. Srikanth P, Professor:

1 You will be paid a gross salary of ₹ 1,70,000/- per month as per the details given below MGMT-UGC-RVIM pay scale in Academic Level 14

• Basic with DA	₹ 71,000/-
• DA (5.2 % of Basic)	₹ 3,692/-
• HRA (25% of Basic)	₹ 17,750/-
• CCA	₹ 300/-
• Personal Pay	₹ 50,000/-
• Other Allowance	₹ 27,258/-
• EPF	Eligible on Basic + DA limited to ₹ 1,800/- contribution.
• ESI	Not Eligible
• Gross	₹ 1,70,000/-

2 You will report to the Principal or any other officer nominated by Hon. Secretary, RSST.

3 You will be on Contract for a period of ONE year from date of reporting.

4 A refundable security deposit of Rs.1,00,000/- will be deducted in ten equal monthly instalments as per Institution Policy.

5 Your services are liable to be terminated by giving ONE month's notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct, where in you will not be entitled to any such notice or salary in lieu of notice. Taking into consideration the nature of your duty, it will be absolutely necessary for you to work for the Establishment during the notice period unless the Management specifically waives the same.

6. Your appointment and continuation in employment with RSST will be subject to your remaining medically fit. You are required to subject yourself for medical examination before the Medical Officer, specified by the Management, as and when called upon to do so.

7 You will be a whole-time employee of RSST and you shall devote yourself exclusively to the interest of the establishment. You will not engage yourself anywhere in any other work, profession or employment in any capacity either honorary or otherwise, whilst in the services of this Establishment without the prior approval of Management.

8. You will not at any time, without the consent of the Appointing Authority disclose or divulge or make public except on legal requirements any information about the Establishment and affairs or secrets whether the same may be confided to you or become known to you in course of your services with the Establishment or otherwise, to any other individual or Institution or any customer, while in the services of the Establishment or even after you leave the services.

9. You will be governed by the Rules & Regulations of RSST and the Institution where you are posted as in force from time to time.

10. You will follow the working timings and holidays of the posted Institution for your category.

11 You will perform the works assigned by your superiors with honesty, sincerity and efficiently.

12 If you absent from work for more than 8 days continuously without approval of the Principal/Director /Reporting Officer your services are liable for termination without any notice.

13. You will continuously work towards upgrading your knowledge by actively participating in all Training programs offered by the Institution.

14 You will retire from the services of the Establishment on attaining the age of 60 years. For the proof of your age, the Management considers only the date of Birth, as mentioned in the Karnataka Secondary Education Examination Certificate (SSLC). The date of birth once furnished and admitted shall be final and no change will be entertained.

15. If it is found that you have misrepresented any information in your application for employment or at the time of interview or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

16. "Appointment is being made on contractual basis for a fixed period as stated in the appointment letter. Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay will be payable to you. Since your appointment is being made for a specific period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu of one-month notice thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service."

17. You are expected to maintain high standard of discipline and integrity.

Date: 03 /10 /2024

Dr.Srikanth P

URE-A

ANNEXURE-B

Duties and Responsibilities of Dr. Srikanth P:

1. You will follow the instructions of Head of the Institution or his nominated representative.
2. As discussed you will contribute to the growth of the Institution in following ways and means,
   a. Learning and Curriculum Design.
      - Bringing experimental learning approach to the class that not only enhances learning process but also helps students to understand the concepts with logical reasoning.
      - Planning and strategising the formation of a formal student's club that will take the charge of various activities in the institute and helping the student's club to function and operate in the same manner as they do in premier Institution like IIMs and ISB.
      - Designing mentoring system that will be more visible, transparent and functional giving a way to two-way communication and handling student's problems individually
      - Introducing NPTEL courses and other MOOCs to enhance the knowledge base of students' especially for all foundation courses.
      - Engaging and guiding students to research.
      - Prepare Lesson Plan, Teaching/course Material, Video Lectures, PPTs, etc. Preparation of course docket.
      - Using QuikIrn LMS, Piruby and other electronic platforms to its best capacity. Using of innovative pedagogical tools.
      - Facilitation/coordinating for compliance activities. Institution governance and other activities like Accreditation, LIC, AICTE, Website, OBE, IQAC, Autonomy, University and Examination, etc.
      - Engaging students and guide them to write case studies that are published in reputed journal.
   b. Research and Consultancy
      - Helping to grow research culture in institution by organizing workshops and seminars in collaboration with Professors and Research Chairs from premier institutions.
      - Bringing collaborative research initiatives to the institute.
      - Bringing funds and grants for organizing FDP, seminar and workshops (ICSSR, NCW, MCX, etc.).
      - Organizing National and International conference (ICWA, NCW, AICTE, etc.).
      - Write papers for SCOPUS, WOS and other refereed Journals.
      - Bringing in funded projects (BPRD, ICSSR, DST, NCW, etc.).
   c. Industry Institute Interaction
      - Utilizing your professional and personal network for invited talks, FDP, MDP, seminar, conferences, workshops, value added programs, etc.
      - Bringing internship opportunities for students to intensify their understanding about specialised courses.
      - Inviting stalwarts from industry and academia for various events organized in the institution.
      - Signing MOU with Industry and Academia for designing intensive programmes for students'.
      - Catering to consultancy for raising industry institute interaction.
      - Collaborating with other Industries and Institutions through executing MOUs.
3. You should be punctual and available for work till the closure of the College. In case of need, at times for examinations/admissions/visit of dignitaries, you will have to stay beyond the schedule time.
4. You will be responsible for all the files, letters, records and the registers in your position.
5. You will maintain your work area and the surrounding neat and clean and help the Institution in conserving Water, Electricity, and Paper etc.
6. You will use the Computer Systems, Internet and email facility diligently. Any misuse of these will be a serious offence.

7 You must strive to upgrade your knowledge by making use of Library, Media, Internet and other resources, etc.
8 Take part in Community and other Group activities arranged by the Institution.
9 You are expected to wear only formal dresses approved by the Institution. Dress should be modest and decent.
10. Whenever you represent the Institution during Seminars, Presentations, Tours, picnics you will maintain dignity and image of the Institution.
11. Whenever conferences, seminars, workshops, Management Fests and Cultural activities are organized by the Institution, you are expected to work as per the instructions of the Head of the Institution.
12 You are required to take active part in all the Inspections, Accreditations, etc.
13. Any other relevant responsibilities entrusted by the Hon. Secretary/Head of the Institution from time to time.

Hon. Secretary

Acceptance of appointment by the Candidate:

I hereby accept the appointment on the terms and conditions stipulated above. Thanking you for the offer and assure you best of my services.

Date: 03 /10 /2024

Dr.Srikanth P

RV Educational Institutions®
RV Teachers College Building, 15, Kasturi Rangan Road, 2nd Block
Basavanagudi, Bengaluru, 560019, Karnataka, India

rv@rvei.edu.in
www.rvinstitutions.com
Tel: +91-80-46746464

Ref No:RSST/HR/APPT/RVIM/2024-25/6252 **Date: 19/11/2024**

Dr. Sunitha Parameshwaran
W/o Mr. Bijoy Kumar
No 1169, 1st Main, 7th Block Hosakerehalli
2nd phase, Banashankari 3rd Stage
Bangalore-560085

Sub: Offer of appointment for the post of **Assistant Professor & Head Training & Placement**.

Dear Madam,

This is with reference to your application for the above position and subsequent interview held at Rashtreeya Sikshana Samithi Trust (RSST), Bangalore. We are happy to offer you the position of **Assistant Professor & Head Training & Placement** in **RV Institute of Management** as per the terms and conditions mentioned in Annexure - A & B to this offer of appointment.

You will be paid a consolidated salary of ₹ 1,20,000/- (₹. One Lakh Twenty Thousand Only) per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

You are required to report for duty with all your credentials, relieving letter from the current employer and Pre-employment Medical check-up by a Registered Medical Practitioner as per the format enclosed.

You are requested to send your acceptance of this offer and report for duty on or before 28/02/2025, (The appointment in the position will be effective from the date of joining) failing which the offer stands cancelled and withdrawn.

We look forward to your joining our Institution for a long and successful association.

Yours sincerely,

Dr.(h.c.) A.V.S. Murthy
Hon. Secretary

Copy to: 1) Director, RVIM
2) Superintendent-RSST

RV Educational Institutions®
RV Teachers College Building, 15, Ashoka Pillar Road, 2nd Block,
Jayanagar, Bengaluru - 560011, Karnataka, India

rv@vei.edu.in
www.rvinstitutions.com
Tel: +91-80-46746464

Ref No: RSST/HR/APPT/RVIM-Dy. Director/2024-25/2973

05-07-2025



Dr. K Aparna Rao,
#G1, Sri Harinivasa Paradise,
Bsk 3rd Stage, 5th Main, Kamakya Layout,
Bengaluru – 560 085.

Dear Madam

Sub: Appointment as Professor & Deputy Director-RVIM.

With reference to the interview you had in Rashtreeya Sikshana Samithi Trust on 18-06-2025, we are pleased to offer you the position of Professor & Deputy Director-RVIM.

The appointment is on contract for a period of THREE years, which will be effective from date you join duty and subject to the terms and conditions indicated in Annexure 1 & 2 of this letter.

You will be paid a gross monthly salary of ₹.1,86,000/- (Rupees One Lakh Eighty-Six Thousand Only) as per Annexure-1. You will be eligible for Annual Increments based on UGC RVIM Management Scale in Academic Level-14 depending on your performance. Statutory deductions will be made as per Government regulation. The fixed term contract can be terminated by either side with 90 days' notice.

You are required to report for duty with all your credentials, relieving letter from the current employer and Pre-employment Medical check-up by a Registered Medical Practitioner as per the format enclosed.

You are requested to send your acceptance of this offer on or before 15th July 2025, failing which the offer stands cancelled and withdrawn.

The letter is being sent in duplicate, you are requested to send back one copy with your acceptance and submit the joining report to the undersigned.

Thanking you,

Yours sincerely,

Dr.(h.c.) A.V.S. MURTHY
Hon. Secretary

Recieved
10/7/25

CC: 1. Director, RVIM
2. Superintendent, RSST

Annexure-1

Terms and conditions of the appointment of Dr. K Aparna Rao, Dy. Director:

1. It is noted that this appointment is made for bettering the name of the R.V Institutions th mutual trust, concern, hard work and sincerity so that RV Institutions will make its students acclaimed and worthy citizens.
2. You will be on Fixed Term Contract for a period of THREE Years from the date of joining.
3. The appointment can be terminated at any time with 90 days' notice or payment in lieu of given by either Management or the Professor & Deputy Director-RVIM without any reasons assigned.
4. A refundable security deposit of one-month gross salary limited to ₹1,00,000/- will be deduc ten equal monthly instalments as per Institution Policy.
5. You shall work as Professor & Deputy Director-RVIM with complete responsibility and work the guidance and directions of the Director-RVIM or his nominated official.
6. You shall work on fulltime basis and not on part time basis.
7. For the satisfactory services rendered, RVIM agrees to pay the monthly salary within 1(following completed month of duties.
8. You will be paid a gross salary of ₹.1,86,000/- (Rupees One Lakh Eighty-Six Thousand Onl month in the MGMT-UGC-RVIM Pay Scale in Academic Level-14 as per the details given b

▪ Basic	: ₹. 1,01,300/-
▪ D.A (8%)	: ₹. 8,104/-
▪ H.R.A (25%)	: ₹. 25,325/-
▪ CCA	: ₹. 300/-
▪ Medical Allowance	: ₹. 5,000/-
▪ Conveyance Allowance	: ₹. 15,000/-
▪ Leave Travel allowance	: ₹. 8,333/-
▪ Post Pay	: ₹. 3,000/-
▪ Other Allowance	: ₹. 10,000/-
▪ Personal Pay	: ₹. 4,378/-
▪ EPF	: ₹. –
▪ Gratuity	: ₹. 5,260/-

▪ Statutory Deduction as applicable will be done before the salary is dispersed.

9. You shall not apply for any other Appointment or jobs without prior consent from RSST/RVI writing.
10. The Appointment carries no claim for Pension or any other allowances/perks.
11. You shall be responsible for coordination, discipline, security, cleanliness, monitoring of rules regulations, care of Institution money, goods and stores and other property that may be entrust you during the discharge of your official duties.
12. RVIM reserve the right to get the medical examination done by its own nominated me personnel and their decision is final. Medical fitness is the Mandatory requirement durin period of service.
13. You shall agree for all the Duties and Responsibilities of the post of Professor & Deputy Dire RVIM as indicated in Annexure 2.
14. You are bound by RSST & RVIM Rules and regulations including revisions made from tim time.
15. "Appointment is being made on contractual basis for a fixed period as stated in the appointm letter. Your appointment will automatically come to an end on the expiry of the specified period no notice or notice pay will be payable to you. Since your appointment is being made for a spe period, you will neither have any right nor a lien on the job held by you. Also, you will not c regular employment even if there is such vacancy for the post held by you or otherwise. Ev

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three months' notice or salary in lieu of three-month notice thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service."

16. You shall note the following items-

i) Employing yourself honestly, efficiently and diligently under the orders and instructions of Director-RVIM or the authorized officer to whom you will be reporting from time to time.

ii) You shall not absent from the duties without having obtained the prior permission of the Officer authorized. In case of sickness a Medical Certificate from an authorized licensed Medical Practitioner to be produced.

iii) Shall conform to all the rules and regulations of the Institution where deployed and shall obey all such orders and directions given from Director-RVIM.

iv) The Institution shall be at liberty to deduct from time to time out of the money due to be paid, any sum or sums of money which may be reasonable, or loss of time occasioned by your absence, or sickness, without any approved medical Certificate or other incapacity to work, and for any loss which institution may sustain by your negligence or misconduct.

v) If held guilty of any insubordination, intemperance, misconduct or any breach of discipline and non-performance, at any time, it shall be lawful for RSST for termination of Appointment. The Institution or the Officer authorized shall be the sole and absolute judge, whose decision shall be final for the purpose of determining whether you are guilty of any insubordination /intemperance or other misconduct or have committed any breach in the performance of the provisions of these presents.

vi) It shall be lawful for RSST, if satisfied on the Medical evidence before them that you are likely to continue unfit for a considerable period by reason of ill-health, to discontinue the appointment without notice. The decision of RSST being conclusive and there upon the Appointment shall be terminated.

vii) You shall have to work on Sundays and other holidays as may be necessary in the exigencies of services.

viii) In all matters not specifically provided for herein, you shall be governed by the provisions of extant orders/rules as amended/issued from time to time and that the decision of RSST as to their applicability and/or interpretation and effect shall be final.

ix) At the time of cessation, you shall handover the charge with complete details and documentations to the incoming staff failing which RSST reserve the right to claim all the damages.

Hon. Secretary
RSST

I agree for the T & C in Annexure-1

Date: July 2025

(Dr. K Aparna Rao)

Annexure-2

Duties and responsibilities of Dr. K Aparna Rao, Dy. Director:

1. You will be the second line team leader of RV Institute of Management and report t Director – RVIM.
2. You will work with Director for taking the Institution to the next level by getting NB accreditation, international accreditations, developing/nurturing Researc Entrepreneurship and Consultancy services, strengthening alumni connect, developin domestic and international linkages with industry and academia, strengthening existin programs, launching new innovative programs, Liaising with regulatory authoritie building academic rigor, strengthening admissions and placements, building a good tea and across all other fronts of managing and developing RVIM.

3. You are responsible and you will oversee the following along with the Director;
   - Development of the Institution to excellence in all spheres of academics, library, sport environment. Optimality in finance & property management with sincerity, hard wo and dedication.
   - Implementation of the decisions taken at Governing Body of Institution and Board Trustees of RSST.
   - Building the RVIM team for efficient and effective performance.
   - Timely Management of responsibilities entrusted.
   - Transparency and impartiality in working and decision making.
   - Implementation of SAP-ERP for the Institution through RV Information Centre.
   - Implementation of PRISM (Performance Review and Skill Management) activiti including Goal setting, performance appraisal, continuous performance manageme etc. across the Institution.
   - Optimal budget proposals and maintenance of various documents related to finan and accounts, admissions, proposals and approvals.
   - Coordination with all agencies of university/other Institutions/government/statut bodies for all aspects of administration, legal and academics including:
   - EPF, Income tax, Legal authorities, Labour authorities, etc.
   - Corporation, BDA, Pollution Control, Electrical Inspectorate, Police, etc.
   - Banks, Insurance, Media, etc.
   - Monitoring and administration of various activities at the college including;
   - NAAC, NBA, LIC inspections, NIRF, International Accreditations, Autonomous ann reviews, etc.
   - Research consultancy and extension
   - UGC Grants/AICTE grants/other funding by nodal agencies.
   - Administration of Hostels, Canteens and other facilities.
   - Accounts and finance: sanctions/collections/receivables/expenses from any and sources, certifications, audits, etc.
   - Placement and Training activities, Industry-academia interaction and Alumni conn activities.
   - Posting RSST of various happenings and submission of reports.
   - Admissions and student advancement including of internals, attendance, evaluat examination as per the University, AICTE norms and UGC norms and other regula bodies.

10/7/25

- Processing for filling up of vacancies as per procedure laid down by the RSST and statutory authorities.
- Initiation and coordination for tie ups with well-known Institutions both in India & abroad and Education/Industry tie ups etc.
- Maintenance of discipline and dealing with disciplinary cases, losses and thefts.
- Various documentations including Maintenance of records for all purchases/transferred equipment's' with specifications, approving authority, etc. and production of the same for auditing along with the equipment's'.
- Using of infrastructure available at other RV Institutions in coordination with the respective heads of those Institutions.
- Coordination and interaction with other Institutions of RV Group and others.
- Maintenance of Cleanliness and hygiene in the premises.
- Monitor the Punctuality, and discipline of each and every staff through Biometrics and other methods available.

4. Managing non-teaching/admin staff, including peons, attenders, and helpers, and monitoring their performance.
5. Continuous updating of statutory and government rules and instructions. You will personally go through the various notifications, rules & regulations without relying only on office staff and others.
6. Ensuring that the role of Institution is not only that of concentrating on pure academics but holistic education in moulding students to become good and responsible citizens by enhancing their capabilities.
7. To keep parents/guardians posted with performance of their wards and interact with as many parents as possible.
8. As discussed you will contribute to the growth of the Institution in following areas;

a. Learning and Curriculum Design.

- Bringing experiential learning approach to the class that not only enhances learning process but also helps students to understand the concepts with lot more clarity.
- Planning and strategizing the formation of a formal students' bodies that will take the charge of various activities in the institute and helping the students' bodies to function and operate in the same manner as they do in premier Institution like IIMs and ISB.
- Designing mentoring system that will be more visible, transparent and functional giving a way to two-way communication and handling student's problems individually.
- Introducing NPTEL courses and other MOOCs to enhance the knowledge base of students' especially for all foundation courses.
- Encouraging and guiding students to research.
- Ensuring preparation of Lesson Plan, Teaching/course Material, Video Lectures, PPTs, etc. in the form of course docket and improving quality.
- Ensuring usage of QuikIrn LMS, IMPARTUS, COURSERA, Prowess IQ, Pearsons e-books, Piruby, ICRC resources, NSMART, Superset, and other electronic platforms and resources to its best capacity and usage of innovative pedagogical tools.

- Encouraging students and guide them to write case studies that are publish in reputed journal.

b. Research and Consultancy

- Helping to grow research culture in institution by organizing worksho conferences and seminars in collaboration with Experts, Professors a Research Chairs from premier institutions.
- Strengthening collaborative research initiatives in the institute.
- Bringing funds and grants for organizing FDP, seminar and workshops (ICSS NCW, MCX, etc.).
- Organizing National and International conference in collaboration with vario bodies including; ICWA, NCW, AICTE, etc.
- Write papers for SCOPUS, WOS and other refereed Journals.
- Bringing in funded projects (BPRD, ICSSR, DST, NCW, etc.).

c. Industry Institute Interaction

- Utilizing your professional and personal network for invited talks, FDP, MD seminar, conferences, workshops, value added programs, etc.
- Bringing internship opportunities for students to intensify their understandi about specialized courses.
- Inviting stalwarts from industry and academia for various events organized the institution.
- Executing MOUs with Industry and Academia for designing intensive progra for students' and for other interventions.
- Catering to consultancy for raising industry institute interaction.
- Collaborating with other Industries and Institutions through executing MOU

9. Other personal and professional responsibilities include;
   - You should be punctual and available for work till the closure of the College case of need, at times for examinations/admissions/visit of dignitaries, you have to stay beyond the schedule time.
   - You will be responsible for all the files, letters, records and the registers in y position.
   - You will maintain your work area and the surrounding neat and clean and the Institution in conserving Water, Electricity, and Paper etc., and be the model.
   - You will use the Computer Systems, Internet and email facility diligently.
   - You must strive to upgrade your knowledge and skill sets by making us Library, Media, Internet and other resources, etc.
   - Take lead in Community and other Group activities arranged by the Institu
   - You are expected to wear only formal dresses. Dress should be modes decent.
   - Whenever you represent the Institution during Seminars, Presentations, T picnics you will maintain dignity and image of the Institution.
   - Whenever conferences, seminars, workshops, Management Fests Cultural activities are organized by the Institution, you are expected to w collaboration with the Head of the Institution.

- You are required to take active part and lead in all the Inspections, Accreditations, etc.
- Any other relevant responsibilities entrusted by the Hon. Secretary/Head of the Institution from time to time.

10. You will note the following;
    - Optimal utilization of the available infrastructure provided by RSST.
    - Spreading aroma of competency amongst juniors, colleagues, seniors and management.

Promoting community and group related activities like Sports, Music, Histrionics & Seminars etc

Hon. Secretary
RSST

I agree for Duties & Responsibilities in Annexure-2

(Dr. K Aparna Rao)

Date: 10 July 2025

RV Educational Institutions®
RV Teachers College Building, 15, Ashoka Pillar Road, 2nd Block,
Jayanagar, Bengaluru - 560011, Karnataka, India

rv@rvei.edu.in
www.rvinstitutions.com
Tel: +91-80-46746464

Date: 02-03-2026

Ref No: RSST/HR/APPT/RVIM/2026-27/1281



Dr. S Sivasankari
W/o. Mr.Naveen S S
No.356, The Lakeview
Gollahalli Main Road
Electronic City Phase-1
Bengaluru-560100.

Sub: Appointment for the post of **Associate Professor**

Dear Madam,

This is with reference to your application to the above position and subsequent interview held at Rashtreeya Sikshana Samithi Trust (RSST), Bengaluru. We are pleased to appoint you to the position of Associate Professor in RV Institute of Management as per the terms and conditions mentioned in Annexure - A & B to this letter of appointment.

You will be paid a Gross salary of ₹.1,00,000/- (₹. One Lakh Rupees Only) per month from the date of joining. The contract can be extended subsequently based on the vacancy position.

To confirm your acceptance of this offer, you are required to reply to this email indicating your acceptance of this offer of appointment and confirm your joining date. Your appointment will be effective from the date of reporting.

You will report for duty with all your credentials, relieving letter from the current employer and Pre-employment Medical check-up by a Registered Medical Practitioner as per the format enclosed.

We welcome you to our Institution and wish you a long and successful association.

Yours sincerely,

Dr.(h.c.) A.V.S. Murthy
Hon. Secretary
06/03/26

Received offer letter

13/3/26

Copy to: 1) Director-RVIM
2) Superintendent-RSST

ANNEXURE-A

Terms and Conditions of appointment of Dr. S Sivasankari, Associate Professor:

1) Your monthly emoluments will be as under:

- Basic with DA : ₹.48,200/-
- DA (10% of Basic) : ₹. 4,820/-
- HRA (25% of Basic) : ₹.12,050/-
- CCA : ₹. 300/-
- Other Allowance : ₹.22,000/-
- Personal Pay : ₹.12,630/-
- EPF : Not Eligible.
- ESI : Not Eligible.
- Gross Salary : ₹.1,00,000/-
- Taxes as applicable will be deducted.

2) You will report to the Director or any other officer nominated by the Hon. Secretary, RSST.

3) You will be on contract for a period of ONE year from the date of your reporting to duty. The period of contract may be extended at the discretion of the Institution for such period as may be deemed fit subject to the vacancy position.

4) During the period of contract or the extended period of contract, as the case may be, the management shall have the right to terminate your services without any notice and / or without assigning any reason whatsoever.

5) You may leave the Institution's services by giving NINETY DAYS notice during the period of your contract (or) the contract will come to an end on the last working day of the contract end date. There will be no adjustment of leave or salary in lieu of notice.

6) During your employment with the Institution:
   a. You shall not accept or engage yourself directly or through an agent in any work, business, profession or employment either honorary or otherwise without informing and obtaining written permission from the Institution.
   b. You shall not pledge the credit of the Institution for any purpose whatsoever.
   c. You will not at any time, without the consent of the Appointing Authority disclose or divulge or make public except on legal requirements any information about the Establishment and affairs or secrets whether the same may be confided to you or become known to you in course of your services with the Establishment or otherwise, to any other individual or Institution or any customer, while in the services of the Establishment or even after you leave the services.
   d. You shall not remove from the Institution's premises any property, documents, letters, technical information, files, books etc. belonging to the Institution, unless specifically instructed to do so by the management.
   e. Your appointment and continuance in employment will always be subject to your being found medically fit continuously and the institution will have the right to get you examined/ re-examined by any registered medical practitioner / surgeon, authorized for this purpose whose report on your health shall be final and binding upon you.
   f. You shall carry out all types of jobs or assignments and all work ancillary to or connected thereto as assigned by your reporting authority.

7) The permanent address given by you in your application form will be treated as the correct address for sending communication and unless changed by written intimation by you, communication addressed to you at the said address shall be deemed to have been correctly sent and served. All communications sent to you by the management at your last given address shall be deemed to have been delivered to you at the correct address.

8) All notices/communications of whatever kind will be sent to you by ordinary post at the address given by you at the time of contract employment or such other address which you may intimate to the

management. The management may also paste a copy of the notice/communication on the notice board, and when so done, it shall be considered to be sufficient service on you. It will be your duty to intimate in writing to the management whenever there is any change of your address and preserve acknowledgement for having communicated change of address. Also, any communication sent to you through WhatsApp or email shall be deemed to be sufficient communication of the letter/notice. For this purpose you have given your mobile no. as 8122467337 and email address as sankarislm@gmail.com.

9) You will work in any Section/ Department assigned by the Institution from time to time, with a high standard of initiative, efficiency and economy. You shall carry out instructions given to you by your reporting authority to the best of your skill and ability.

10) You will follow the work timings, schedule and holidays of the posted Institution for your category. You shall observe punctuality and strictly adhere to the duty timings notified to you and record the same in the Biometric system installed at your Institution. The management shall have the sole right to change the timings of your duty at any time and you shall adhere to such changed timings.

11) You will be governed by the Service Rules and Regulations of RSST and the Institution where you are posted as in force from time to time, copy of which is enclosed.

12) The management shall have the right to transfer you from one institution to another, one place of work to another place of work whether situated within the State of Karnataka or outside. The management shall also have the right to transfer you to any of its Institutions whether in existence or which may come into existence hereafter. You shall also be required to work in any sister concern of the institution, when required depending upon exigencies of work and priority of work as may be decided by the management from time to time.
You will receive and accept any such order of transfer without any condition. Failure to do so will result in appropriate disciplinary action being initiated against you and the penalty may result in termination of your services.

13) If you are found absent for more than Eight (08) days without prior permission in writing of the Institution or if you proceed on leave without prior sanction or overstay the sanctioned leave without first getting it extended, your services shall automatically come to an end and a presumption will be drawn that you have abandoned employment on your own accord.

14) Your date of birth as furnished by you and recorded by the management on the basis of Karnataka Secondary Education Examination Certificate (SSLC) or Equivalent Certificate in 18-05-1980 You are required to take note of this, as this date will be considered as the authentic date of birth for all purposes.

15) This **offer of appointment is subject to:**
   a) Your being found medically fit for employment, as certified by any Registered Medical Practitioner appointed or authorized by the Institution.
   b) Your accepting this Appointment and your written acceptance of the same should reach us within seven days of the issue of this Appointment letter by email / post / In-person.
   c) Receiving satisfactory report from your referees and other background verification.
   d) Authenticity of all your original certificates of education, date of birth, experience, training, salary and perquisites drawn earlier, etc.
   e) If currently employed, on getting relieved from your existing employment before joining our service. The Institution will not in any manner be liable to any claim that your present or previous employers may make against you, or any liability arising there from. For this purpose, you shall indemnify and hold the institution harmless against such claims or liabilities.

16) In the event of any of the information furnished by you till date and or the information that you may furnish during employment being incorrect and or false and or in the event of your not furnishing information relevant to seeking employment and or in the event of any of the document/certificate

produced by you being fabricated, the institution reserves the right to terminate your services on the said ground alone. For such termination, it shall not be necessary to hold any enquiry.

17) If any question on any terms / conditions of your employment arises, the institution's decision shall be final and binding on you.

18) Appointment is being made on contractual basis for a fixed period as stated in the appointment letter.

Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay will be payable to you. Since your appointment is being made for a specific period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such vacancy for the post held by you or otherwise.

In case the above terms and conditions are acceptable to you, please sign the duplicate copy of this appointment order in token of your having accepted the same and return the duplicate copy for our record.

Hon. Secretary RSST

Date:

Place:

13/3/26

Dr. S Sivasankari

RV Educational Institutions®
RV Teachers College Building, 15, Ashoka Pillar Road, 2nd Block,
Jayanagar, Bengaluru - 560011, Karnataka, India

rv@rvei.edu.in
www.rvinstitutions.com
Tel: +91-80-46746464

Ref No: RSST/HR/APPT/RVIM/2025-26/ 7520 **Date: 20/11/2025**

Dr. Tejashwini B
D/o. Mr.Ananda S K
No.53/5, TRNR Mansion,
Krishna Layout, Hulimavu
Bannerughatta Road,
Bangalore-560078.

Sub: Appointment for the post of **Senior Librarian.**

Dear Madam,

This is with reference to your application for the above position and subsequent interview held at Rashtreeya Sikshana Samithi Trust (RSST), Bengaluru. We are happy to appoint you at the position of Senior Librarian in RV Institute of Management as per the terms and conditions mentioned in Annexure - A & B to this letter of appointment.

You will be paid a gross salary of ₹.50,000/- (₹. Fifty Thousand Rupees Only) per month from the date of joining. The contract can be extended subsequently based on your performance. During the period of engagement, you can be posted to any other institution of RSST on the same terms and conditions.

You are reporting for duty with all your credentials, relieving letter from the current employer and Pre-employment Medical check-up by a Registered Medical Practitioner as per the format enclosed.

We welcome you to our Institution and wish you a long and successful association.

Yours sincerely,

Mr. Syed Shahameer
Registrar, RSST

Copy to: 1) Principal/Director, RVIM
2) Superintendent-RSST

ANNEXURE-A

Terms and Conditions of appointment of Dr. Tejashwini B, Senior Librarian:

1. You will be paid a gross salary of ₹.50,000/- per month as per the details given below:
   - Basic with DA : ₹.36,000/-
   - Other Allowance : ₹.14,000/-
   - EPF : Not Eligible
   - ESI : Not Eligible.
   - Gross Salary : ₹.50,000/-
2. You will report to the Principal or any other officer nominated by Hon. Secretary, RSST.
3. You will be on Contract for a period of ONE year from date of reporting.
4. A refundable security deposit of One-month gross salary limited to Rs. 50,000/- (Refer Circular No. RSST/HR/CIRCULAR/2023-24/4997 dated 11th November 2023) will be deducted in ten equal monthly instalments as per Institution Policy.
5. Your services are liable to be terminated by giving NINETY DAYS notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct, where in you will not be entitled to any such notice or salary in lieu of notice. Taking into consideration the nature of your duty, it will be absolutely necessary for you to work for the Establishment during the notice period unless the Management specifically waives the same.
6. Your appointment and continuation in employment with RSST will be subject to your remaining medically fit. You are required to subject yourself for medical examination before the Medical Officer, specified by the Management, as and when called upon to do so.
7. You will be a whole-time employee of RSST and you shall devote yourself exclusively to the interest of the establishment. You will not engage yourself anywhere in any other work, profession or employment in any capacity either honorary or otherwise, whilst in the services of this Establishment without the prior approval of Management.
8. You will not at any time, without the consent of the Appointing Authority disclose or divulge or make public except on legal requirements any information about the Establishment and affairs or secrets whether the same may be confided to you or become known to you in course of your services with the Establishment or otherwise, to any other individual or Institution or any customer, while in the services of the Establishment or even after you leave the services.
9. You will be governed by the Service Rules & Regulations of RSST and the Institution where you are posted as in force from time to time, copy of which is enclosed.
10. You will follow the working timings and holidays of the posted Institution for your category.
11. You will perform the works assigned by your superiors with honesty, sincerity and efficiently.
12. If you absent from work for more than 8 days continuously without approval of the Director Reporting Officer your services are liable for termination without any notice.
13. You will continuously work towards upgrading your knowledge by actively participating in all Training programs offered by the Institution.
14. You will retire from the services of the Establishment on attaining the age of 58 years. For the proof of your age, the Management considers only the date of Birth, as mentioned in the Karnataka Secondary Education Examination Certificate (SSLC) or Equivalent Certificate. The date of birth once furnished and admitted shall be final and no change will be entertained.
15. If it is found that you have misrepresented any information in your application for employment or at the time of interview or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
16. "Appointment is being made on contractual basis for a fixed period as stated in the appointment letter. Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay will be payable to you. Since your appointment is being made for a specific period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such vacancy for the post held by you or otherwise. Except 90 Day's notice or salary in lieu of 90 Day's notice thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service."
17. You are expected to maintain high standard of discipline and integrity.

Tejashwini B 1/12/2025

Date: 1 /12/2025

Dr. Tejashwini B

ANNEXURE-B

Duties and Responsibilities of Dr. Tejashwini B, Senior Librarian:

1. You will follow the instructions of Principal/Director or his nominated representative.
2. You should be punctual and available for work till the closure of the office. In case of need, at times for any work, you will have to stay beyond the schedule time.
3. You will be responsible for all the files, letters, records and the registers in your position.
4. You will maintain your work area and the surrounding neat and clean and help the Institution in conserving Water, Electricity, Paper etc.
5. You will use the Computer Systems, Internet and email facility diligently. Any misuse of these will be a serious offence.
6. You must strive to upgrade your knowledge by making use of Media, Internet, etc.
7. Take part in Community and other Group activities arranged by the Institution.
8. Your **Roles and Responsibilities** are as mentioned below:

- Keep abreast of developments in their field by participating in events and seminars.
- Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
- Cataloguing and Classification: Organizing library materials using standard systems and metadata standards to make them easily accessible.
- To check the materials in and out, process holds and manage fines and fees as applicable as per the approvals / guidelines from the Trust.
- Evaluating the existing collections and recommend deselection of materials or books as per the needs of educational trend.
- Selecting and procuring new materials for the library collection.
- Managing digital resources like e-books, online databases, and multimedia content. You should also safeguard the assets of Library/Centre for knowledge resources and carryout stock verification atleast once a year.
- Develop and implement outreach programs to increase library awareness and engagement.
- Supervise library technicians, assistants, and other support staff
- Responsible for managing library budgets and allocating resources.
- Conduct research, analyse data, and evaluate library services Managing the records on faculty publications, Institutional publications and uploading them on the designated portals like, IRINS, keeping track of H-Index and citations of individual faculty and overall institution. Organizing relevant seminars/conferences/workshops to the staff and enable faculty in the area of academics and research.
- Seek new and better devices, techniques, technologies, procedures, and methods that may improve the teaching and learning process and research capabilities of the staff.
- Overall development of the Library and its activities.
- You will maintain discipline and integrity and Executing the responsibilities assigned with a sense of ownership.
- You will take part in all the departmental and college programs as per the instructions issued from time to time by your superiors.
- Smoking and other substance abuse is not permitted anywhere in the institution premises. Drunk on duty is a serious offence
- Usage of obscene /immoral words or language and indecent behaviour is a serious offence.
- Usage/opening of porn sites is not permitted on computers or mobile phones.
- You will maintain dignity and image of office, teachers and Institution during picnics, outside presentations, seminars, tours, etc.
- You will have to upgrade your Computer Knowledge and IT skills from time to time.
- You will conserve electricity, water by using the same judiciously. You will switch off computers, lights and fans when you leave the work spot.

9. You are expected to wear only formal dresses approved by the Institution. Dress should be modest and decent.
10. Whenever you represent the Institution during Seminars, Presentations, Tours, picnics you will maintain dignity and image of the Institution.

Tejashwini B 11/12/2025

11. Whenever conferences, seminars, workshops, Management Fests and Cultural activities are organized by the Institution, you are expected to work as per the instructions of the Head of the Institution.
12. Any other relevant responsibilities entrusted by the HOI/Director/Principal/Hon. Secretary.

Registrar, RSST

Acceptance of appointment by the Candidate:
I hereby accept the appointment on the terms and conditions stipulated above. Thanking you for the appointment and assure you best of my services.

Tejashwini B 1/12/2025

Date: /11/2025

Dr. Tejashwini B