

# SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

(A Deemed to be University declared under Section 3 of UGC Act 1956)



Comprising Sri Devaraj Urs Medical College  
[Constituent unit of Sri Devaraj Urs Educational Trust for Backward Classes (Regd.)]

TAMAKA, KOLAR-563 103, KARNATAKA, INDIA

Ph: 918152-243003, +91 9448395232, E-mail - registrar@sduaher.ac.in / office@sduaher.ac.in. Website: www.sduaher.ac.in

SDUAHER/HRM/AL/1754/2023

SDUAHER/KLR/ADMN/4148 /2023-24

13<sup>th</sup> March, 2024

Ms. Vinu Shree

#77, k g f main road,

Deshihalli, Kolar, Karnataka – 563162.

Email ID: dmvinushree@gmail.com

Mobile No: 8088152361

Dear Vinu Shree,

Sub: Letter of Appointment

We welcome you to Sri Devaraj Urs Academy of Higher Education and Research. We believe that you will be a valuable addition to the Academy team and wishes you all success in this assignment. We are pleased to appoint you on the following terms and conditions,

A. Designation	:	Research Assistant
B. Department	:	Clinical Nutrition and Dietetics
C. Location	:	Tamaka, Kolar
D. Date of Joining	:	13 <sup>th</sup> March, 2024
E. Compensation (CTC)	:	INR. 1,98,240 p.a (Rupees One Lakh Ninety Eight Thousand Two Hundred and Forty only)
F. Employee Code	:	C3174

## 1. General Terms and Conditions

- This letter contains broad terms and conditions of service governing this employment which are subject to change from time to time at the Academy's discretion. Hence you are requested to contact Human Resources / your Manager for policies / rules / regulations, which are applicable to you.
- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, the Academy reserves the right to take appropriate action, up to and including the termination of employment without notice. It must be specifically understood that this appointment is made based on your proficiency in the technical / professional skills you have declared to possess as per your application for employment with the Academy, and on your ability to handle any assignment / job independently anywhere in India or overseas. In the event, at a later date, any of the statements/particulars furnished by you to the Academy are found to be false or misleading, or your work performance falls short of the minimum standards required by the Academy, the Academy shall have the right to terminate your services, without any notice period, notwithstanding any other terms and conditions stipulated herein.
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this employment. It is contingent on you to update the company on any likely change of your immigrant status at the location of service.
- Your employment is governed by this letter and the applicable rules and policies provided in the "Service Rules" available with Human Resources and also in the Academy website <https://humanresources.sduaher.ac.in/resources/uploads/files/Human%20Resource%20Policy.pdf>. In case of a conflict between



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It is understood during the period of probation that you shall be subject to your producing the relevant documents as intimated to you.

- e. This appointment letter is being made to you subject to your producing the relevant documents as intimated to you.
- f. **Fitness to Work:** At any time during the tenure of service, the management has right to refer you for medical examination to the appropriate authority to ascertain the fitness for service continuation.
- g. **Transfer:** You may be transferred to any of other offices/branches or subsidiaries/affiliates of the Academy, either domestic or abroad, should the business need arise. You will be subject to and hereby confirm that you will abide by the applicable Service Rules as may be in effect from time to time with respect to your function or the location to which you are so relocated.
- h. **Retirement:** You shall retire from the services of the Academy at the end of the month in which you attains the age of **65 years**, which is the age of retirement for all employees. The age of retirement shall be reckoned in accordance with the Gregorian calendar.
- i. This letter is made on the clear understanding that your employment is on a full time basis and that you shall not engage yourself directly or indirectly in any business or service or monetary position other than that of the Academy. In specific cases, e.g. writing for a magazine / journal, speaking at various forums, participating any research programs etc., explicit permission from the Academy has to be taken prior to your engaging in such activity. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be immediately terminated at the sole discretion of the Academy.
- j. In addition, this employment is of continuous nature and does not entail any compensation for any overtime worked by you.

## 2. Key Result Areas:

You shall be briefed upon your **Key Result Area (KRA)** milestones and the applicable timelines for review within a month from your date of joining. This document shall be submitted to Human Resource department after a sign off is obtained from both parties and will set guiding principles for your performance.

## 3. Date of Commencement and Working Hours:

Your appointment with Sri Devaraj Urs Academy of Higher Education and Research will be effective on your joining date. Your work hours will be intimated to you by your reporting manager. Please note that the work hours applicable to you, as a service organization, accords high priority to customer service levels and therefore depending upon criticality of the requirements you shall be required to accommodate all changes to your work schedule as decided and communicated to you by the management from time to time.

## 4. Probation and Notice Period

- a. You will be on probation for an initial period of **Twelve (12) Months** from the date of your joining. The Academy may confirm your services based on satisfactory performance during the probation period. In case your performance is found unsatisfactory during the probation period, the Academy may, at its option, terminate your employment with immediate effect or extend the probation period.

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It is understood that the Academy would be fully entitled to terminate your services with **Thirty (30) Days** notice during the probation period without assigning any reason. Similarly you may leave the services of the Academy giving 30 (Thirty) days notice without assigning any reason at any time during the probationary period.

- b. After confirmation, the Academy reserves the right to terminate your service on giving a **Thirty (30) Days** notice or payment of salary in lieu thereof. Similarly, you will be at liberty to resign from services of the Academy on giving Three months notice or forfeiture of salary in lieu thereof. The prerogative to demand the employee to serve the notice period or recover salary in lieu of rests with the Academy. In case you leave the employment of the Academy without serving the prescribed notice, the Academy will have the right to recover an amount equivalent to Three months salary and shall be entitled to make deductions from your other dues to the extent of the damage or loss to the Academy or Academy's property if any, and also to the extent of any advance made to you by the Academy.
- c. Your services will be governed by the terms and conditions of this letter and the model standing orders issued by the respective state Government and the Service Rules, during the notice period. In case of any indiscipline or misconduct on your part during the notice period or otherwise, the Academy reserves the right not to accept your resignation and/or consider the earlier acceptance of resignation as null and void and terminate your services with immediate effect. In such an event, the Academy will not be liable to pay you any dues whatsoever.
- d. Notwithstanding anything contained herein, in case of any misconduct, or indiscipline on your part during the course of your employment, breach of this Agreement, breach of the applicable Service Rules or any other applicable policies governing your employment, including unauthorized absence / leave, the Academy may terminate your employment immediately.
- e. On termination of your employment, you shall return to the office all articles of the Academy issued to you by the office and the same in your custody. The Academy shall have the right to claim compensation from you for the damage or loss of such articles.

## 5. Compensation

- a. You will be eligible to receive the compensation as per details in the Annexure.
- b. You will be entitled to other compensation and benefits in accordance with the Academy's relevant employment policies, rules and regulations as modified and intimated to you from time to time. The Policies are subject to change at any point on Academy's discretion.
- c. Your compensation will be reviewed periodically as per the Academy's policy. Changes in your compensation are carried out at the sole discretion of the Academy and will be subject to and based on effective performance and results during the period and other relevant criteria.
- d. You are solely responsible for declarations and implications arising thereof for all Income Tax purposes.
- e. Your remuneration has been arrived at on the basis of your specific background and professional merit. We expect you to keep the Compensation details confidential at all times.

## 6. Other Benefits

You will be entitled to the following as per Academy policies:

- a. Leave and Holidays as applicable below to your category of employees and location

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- b. Perquisites, if any, as applicable to your category or employees and/or based on functional / operational requirements as determined by the Academy.
- c. Participation in the Academy Provident Fund Scheme as per rules and policies is applicable to your category of employees.
- d. Enrolment in the Academy medical assistance program and Contributory Insurance and benefits program for your category of employees as and when it becomes operational.
- e. Period of absence without wages will not be considered for computation of period of service for arriving the Gratuity benefit entitlement.
- a. You must effectively, diligently and to the best of your ability perform all responsibilities and ensure results that meet Academy objectives.
- b. You will keep the Academy informed of any change in your residential address or in your civil status.
- c. You must not engage in activities that have an adverse impact on the reputation/image and business of the Academy, whether directly or indirectly. If you / your dependent family member have a financial / gainful interest in any business with the Academy / its subsidiaries, then it would be obligatory on your part to tender a written declaration to the Management to the above effect, before such a deal is entered into.
- d. You may be required to undertake travel for Academy's work for which you will be reimbursed travel expenses as per the Academy policy applicable to your category of employees.
- e. All employees of the Academy are required to ensure integrity in all aspects of the functioning and operations. You are expected to comply with all the Service Rules and policies of the Academy including the Code of Conduct, Information Security Policy and all other policies as they form an integral part of the terms of your employment.
- f. Any matter or situation or incident that may arise that could potentially result or has resulted in any violation of the policies or this letter, shall immediately be brought to the notice of your Manager or Human Resources.
- g. You will be responsible for the safe keeping and return, in good condition and order of all the properties and equipment of the Academy which may be in your use, custody or charge.

## 7. Confidentiality and Copyright

You agree to sign and abide by the provisions of the enclosed "Confidential Information, Intellectual Property Rights and Non-Compete agreement" all times during your employment and the said agreement is marked as Annexure - II which shall form part of this appointment letter.

8. Force Majeure: Neither of the parties will be in breach of this Agreement to the extent that such party is unable to perform due to any event of "force majeure", including, without limitation, fire, explosion, earthquake, epidemic, war, strike, riot, civil disobedience, Act of God or any governmental law, decree or ordinance, and neither party shall be liable to the other for any of its obligations hereunder during the period that such "force majeure" event remains in effect.
9. This offer shall be governed by and construed in accordance with the laws of India. The courts at Kolar alone shall have jurisdiction in the event of any dispute.

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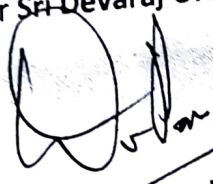
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10. In the absence of our receiving your signed acceptance of this letter of appointment, this will be deemed to have been rejected by you and shall lapse. This letter of appointment along with your acceptance constitutes a binding agreement between yourself and the Academy.

Welcome to Sri Devaraj Urs Academy of Higher Education and Research and we wish you the best.

  
Agreed and accepted

For Sri Devaraj Urs Academy of Higher Education and Research



Dr D V L N Prasad  
Registrar  
13/11/2017  
Registrar  
Sri Devaraj Urs Academy of Higher  
Education and Research  
Tamaka, Kolar - 563 103.

(Vinu Shree)