

Mukta Sachidanand  
Soft skills Trainer/Facilitator  
Tiptur

11<sup>th</sup> August, 2016

The Principal  
K. I. T.  
Tiptur

Sir,

Duty Report

I hereby report to duty as English Faculty on full time basis, as on 11<sup>th</sup> August, 2016.

I assure you to serve to the best of my ability.

Thank you.

Regards,

Mukta

[Mukta Sachidanand]

Principal  
Kalpataru Institute of Technology  
TIPTUR - 572 201.



ಕಲ್ಪತರು ವಿದ್ಯಾ ಸಂಸ್ಥೆ (ರಿ.)

**KALPATARU VIDYA SAMSTHE (R.)**



TIPTUR - 572 201, Karnataka.

Kalpataru Institute of Technology	☎ : 251267	Kalpataru College of Education	☎ : 251766
Kalpataru First Grade Science College	☎ : 251067	Kalpataru Central School	☎ : 253504
Kalpataru Pre-University College	☎ : 251368	Kalpataru Montessori House of Children	☎ : 255255
Pallagatti Adavappa Arts & Commerce First Grade College	☎ : 251364	Kalpataru Research and Development and Industrial Consultancy Cell	☎ : 251267

Sri T.U. Jagadeeshmurthy  
Secretary  
Mobile : 9740016907  
E-mail : secretary@kittiptur.ac.in

Ph No. (O.) : 08134-252935  
Fax : 08134-251939

Ref. No. : K.V.S

1345 2018-2019

Date 30-8-2018

✓ Mrs. Muktha Sachidananda  
Soft Skill Trainer  
KIT - Tiptur

Madam,

**Sub:** With reference to your request for position of Assistant Professor and Soft Skill Trainer in Basic Science.

After reviewing your performance, we are pleased to inform you that your request is considered for the position of Assistant Professor and Soft Skill Trainer in Basic Science with effect from 01-09-2018. Salary is fixed a Basic Pay of Rs.25450/- in the pay band of AICTE 6<sup>th</sup> pay Rs.15600-39100 + Allowance as per our Institute norms with the Gross salary Rs.33450/- (DA & HRA will be sanctioned after two years)

You must abide by the following rules:

1. You need to adhere to the college timings and be punctual.
2. During the working hours, moving out of the campus for flimsy reasons is not acceptable.
3. Class punctuality must be followed i.e., entering the class room late and leaving before the next bell must not happen.
4. You cannot claim CL as a matter of right and you cannot apply for leave without prior permission of the HOD.
5. You need to dress yourself modestly and enhance your the smart appearance.
6. Revealing the confidential matters of the institution attracts disciplinary action.
7. Loose talking is strongly discouraged.
8. You need to outdo your preparations before going to the class room.
9. The institution never spares a nonperformer.
10. Being a non-profit organization, the Institution reserves all rights regarding your appointment and service.
11. In case your performance is not satisfactory, the institution is entitled to terminate your services at anytime without assigning a reason.
12. Engaging 52 hours of classes is mandatory. You must cover 100% of the syllabus by taking extra classes.
13. You must reach the students. Students' feedback is given utmost importance.
14. University results will be another yardstick to evaluate your performance.
15. Evaluation of Assignments, Blue-books & Records must be regular.
16. You need to put up the Course file & Personal file.
17. You need to maintain tidiness at your sitting place.
18. Lab manual preparation and conduction of experiments as per VTU norms is mandatory.
19. You need to follow instructions, carry out all your assignments and be obedient.
20. Your academic growth will be monitored in terms of Publication of research papers in Conferences, Journals and student Feedback.
21. The Probationary period is normally for two years. If your service is not satisfactory, it will be extended.
22. Needless to mention that both Aptitude and Attitude matter in your profession.

Wishing you all the success.

Copy to:

1. President, KVS, Tiptur
2. Treasurer, KVS, Tiptur
3. Principal KIT
4. KIT-Office Manager

  
Secretary  
Kalpataru Vidya Samsthe (R.)  
TIPTUR

  
Received

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2018-19