

*Ref. No.:* 2019/VITA/CE/221

*Dated:* 25.01.2019

**Mr. Kapil Kumar**

**SUBJECT: Appointment for the post of Lecturer in Department of Civil Engineering at V.I.T Aligarh.**

With reference to your application dated 22.01.2020 for the post of Lecturer and your interview thereafter, we are pleased to offer you the appointment to the above mentioned post and department on the following terms and conditions:-

1. Appointment shall be on contract / ad hoc basis from the month and date of appointment i.e.24 Jan, 2019 till 04, June .2019 which is likely to be continued.
2. Total emoluments at present shall be, **Rs.10000/-**Consolidated.
3. The post, if found necessary, will get regularized after you have faced the selection board formed once a year by the institute and be offered the pay scale as decided by the selection board at the time of regularization. You shall be entitled to the allowances as admissible under the rules of the College after regularization of the post.
4. In the event, you intend to leave the services of the college or the college management intends to dispense with your services, either party shall have to give one month's notice or one month's salary in lieu thereof. This is not subject to any disqualification or misconduct in the tenure.
5. You will have to rigorously adhere to the Academic Conduct & Conduct & Discipline as given below
6. **ACADEMIC CONDUCT**
  - a) You will have to report of class on time & will have to be present during the entire duration of the allotted lecture in the classroom/lab itself.
  - b) You are expected to be well prepared with the subject you are handling. At any duration you may be asked to appear in test/quiz of topics related to the subject and you will be expected to perform reasonably well. In case you fail to meet the expected guidelines or refuse from appearing in any such test/quiz you will be automatically deemed to be disqualified as faculty.
  - c) You will have to maintain the entire academic records – including attendance, notes, presentations, test papers, assignment sheets; for the semester and submit the same at the end of the semester. All your notes, assignments, sample books, lab manuals, etc. will be college property and you cannot take them outside the college campus without prior approval.
  - d) You will be required to enter data in the college software. If you fail to enter lecture details or attendance you will be treated as absent for the day.
  - e) You will strictly follow the rules of leave and timings.

## **7. CONDUCT AND DISCIPLINE**

- a) You will be governed by the conduct and disciplinary rules of the College as amended from time to time. The copy of the same may be demanded from the administrative office or read from the copy available in the college library.
- b) You shall, under no circumstances, be allowed to leave the college during the active period of the semester.
- c) You shall be required to involve yourself in practical oriented projects.
- d) You will have to declare that you are medically fit through a recognized medical practitioner's certificate stating that you do not suffer from any disease/disorder (mental or physical) or that may be infectious to the fellow colleagues or the students. However, if subsequently it is found that you suffer from any such disease/disorder that may affect your ability to discharge your duties our services shall be terminated.
- e) This job is subjected to the condition that you will either stay on-campus or in Aligarh City within a radius of 25km. If in the future either due to marriage or any other personal circumstances you are forced to live beyond the radius of about 25 Km, this job will cease to exist and we will mutually part ways amicably.
- f) You will not be allowed to take-up any part time assignment or tuition work without the prior permission of the college authorities.
- g) You will be required to stay within the college during working hours which at present are from 10:00 am to 05:00 pm. However, you may be asked to overstay as and when required by the college activities. No compensatory leave is admissible to the faculty members of the college in case they are called upon for official duties on any off day i.e., Sundays or on any holidays.
- h) In case of unsatisfactory performance or any act of indiscipline on your part, your services shall be terminated without any notice.
- i) You will not join any course for higher studied without prior permission of the Director. In case you have already joined a course before joining your services at the college, you must bring it to the notice of the Director along with the documentary proof immediately after joining the college. Further, you are required to sign in an agreement with the college on an Indemnity Bond available with the registrar of the college.
- j) You may be deputed to go to any part of the country in connection with any job/assignment of the college.
- k) You will not involve yourself in any Political Activity in and outside the campus.

We hope you will enjoy working at **Vision Group of Technical Institutes.**

Best regards

**Director**