



Ref. KRMU/2018-19/HIR 344

Date: June 1, 2018

SUBJECT OF APPOINTMENT

Dear Dr. Kiran Bala,

We are pleased to appoint you as Professor in the School of Journalism & Mass Communication with effect from 1st June, 2018 at the University on the following terms and conditions:

A. Salary :

1. You will be paid a monthly salary in the Pay Band of Rs. 37400 - 67000 with AGP of Rs. 10000. DA and HRA are payable as per University norms.

B. Period of Probation:

1. You will be on probation initially for a period of one year. The University reserves the right to extend the period of probation if so warranted. You will be deemed to have been confirmed only after a written order of expressed confirmation is made by the competent Authority.
2. During the period of probation, your services are liable to be terminated without assigning any reason. During this period, you may resign from the post after serving one month notice or on payment of one month's salary in lieu thereof. Normally, in the academic fraternity it is expected that you complete the semester work, before being relieved.
3. This appointment will cease to be valid if any of the statements made in your application or during hiring process is found to be false, factually incorrect or otherwise intentionally misrepresenting or concealing the facts. No compensation what so ever even if earned would be payable in case of such termination of the appointment.

C. DUTIES and RESPONSIBILITIES

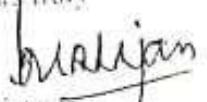
1. You are expected to perform your duties with due diligence and devotion
2. You will be subject to the discipline conduct Rules and service conditions as may be in force from time to time
3. Your duty will include teaching, training, research, consultancy, academic administration and any other responsibility as may be entrusted to you in the interest of the students' University. Without prejudice to the generality of the condition, the supervisory authority may in particular assign to you duties of participation and for making arrangements for Seminars, Conferences, Admission Procedure, Placement activities, Examinations and other education related activities.

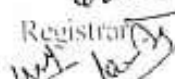
D. GENERAL

1. You will be a "whole time employee" of the University and as such you will not directly or indirectly engage yourself in any other employment/business, trade or profession, part time or otherwise.
2. Your working hours/days may be notified by the University from time to time. However, as part of your administrative responsibility, particularly to develop programmes for financial stability and the optimum space & infrastructure utilization at the University, you are expected to be available beyond office hours as and when required. You will not be entitled to any additional remuneration for the same.
3. You shall maintain confidentiality of knowledge/information gained during the course of your employment and shall not divulge the same, at any time, to any unauthorized person by word of mouth or otherwise, even after you cease to be an employee of the University.
4. All patents, discoveries, or ideas developed by you during your employment shall bear a joint ownership between you and the University. You are bound to make timely disclosure of such discovery, patent etc. to the University. Till the time you are in the employment of the University. You will be entitled to 30% of the profits, associated with the discovery patent etc. after subtracting the costs (such as patent application fee, legal fee etc.) involved in securing and sustaining the discovery.
5. You will be responsible for safekeeping and return in good condition and order of all University property, which may be in your use or under your custody/charge.
6. If, at any time, you are found to be guilty of dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or any other conduct considered by the University to be detrimental to the interests of the University and students, or by violation of any terms of this letter, your services are liable to be terminated forthwith, without notice or salary in lieu thereof.
7. Any breach of the above terms & conditions may, at the discretion of the University, invite termination of the appointment in which case the University reserves its right to withhold issuance of "No Objection" Relieving/Experience Certificate.

In token of your acceptance of the terms and conditions of the appointment please sign and return a copy of this letter (sign on all pages)

Yours truly


Registrar

cc: 1. 
2. 
3. 

Accounts Department for information and necessary action.
The Vice-Chancellor, K. R. Mangalam University, Gurgaon
Personal File

I do accept the terms & conditions of appointment and in token thereof put my signatures herein below.

