

## DVV Clarifications Metrics Level Deviations

2.2.2	<b>Student - Full time teacher ratio (Data for the latest completed academic year)</b>	Provide the appointment letter of Madhurima Chattopadhyay Santanu Ghorai Arabinda Kumar Pal Surajit Bagchi Damayanti (Ghosh) Daschaudhuri Reshma Sengupta Indrajit Naskar Pradip Saha Soumik Das Samik Chakraborty Arindam Sarkar Samiul Alam Anil Kumar Bag Debjyoti Chowdhury Aranab Bose Partha Haldar for year 2020-21.
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### Supporting Documents:

#### Copy of Appointment Letter of

1. **Madhurima Chattopadhyay**
2. **Santanu Ghorai**
3. **Arabinda Kumar Pal**
4. **Surajit Bagchi**
5. **Damayanti (Ghosh) Daschaudhuri**
6. **Reshma Sengupta**
7. **Indrajit Naskar**
8. **Pradip Saha**
9. **Soumik Das**
10. **Samik Chakraborty**
11. **Arindam Sarkar**
12. **Samiul Alam**
13. **Anil Kumar Bag**
14. **Debjyoti Chowdhury**
15. **Aranab Bose**
16. **Partha Haldar**



# Heritage Institute of Technology

(A UNIT OF KALYAN BHARTI TRUST)

Chowbaga Road, Anandapur, P.O. East Kolkata Township, Kolkata - 700 107

Phone : 033-2443-0454 / 56 / 57 • Telefax : 033-2443-0455

E-mail : admin@heritageit.edu • Website : www.heritageit.edu

Ref. No : HITK/ 1011/AEIE/Prof./MC

14.04.11

**Dr. Madhurima Chattopadhyay**  
131, Kalitala Main Road  
Flat – 2A (2<sup>ND</sup> Floor), Trinayani Appts.,  
North Purbachal, Kolkata - 700078

Dear Madam,

### Sub: Letter of Appointment

On the basis of your interview held on 12.04.11 and in terms of recommendation of the Selection Committee, we have pleasure in offering you an appointment as **Professor**, Department of **Applied Electronics & Instrumentation Engineering** on the following terms and conditions:

- 1 You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be amended from time to time.
- 2 You will perform such duties and exercise such powers as entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - a. Teaching a minimum of three compulsory / optional courses in each semester including Laboratory classes,
  - b. Development of Laboratory for regular courses and for research work,
  - c. Administrative work as may be assigned to you from time to time,
  - d. Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,
  - e. Participate/ conduct seminar/symposium winter/summer schools/workshops or other short – term training programmes, and
  - f. Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and/ or other reputed Institute without detriment to your normal teaching assignment

You will receive a payband of Rs. 43000/- (Rupees forty three thousand) only and Academic Grade Pay as per 6<sup>th</sup> pay commission recommendation and Dearness Allowance, House Rent Allowance and Medical Allowances as admissible.

- 3 You will automatically become a member of the contributory Provident Fund. Current rate of contribution by both the employer & employee is 12% of Basic pay plus admissible Dearness Allowance.



- 4 Gratuity will be paid according to the provisions of Payment of Gratuity Act, which is in force or as per amendment thereof.
- 5 This agreement may be terminated by either side by giving three months' notice in writing or three months' salary in lieu thereof and this would be binding on both the employee and the employer.

Normally, you would not be allowed to leave your services during the continuance of the semester. You may lose service benefits to be determined by the authority in case you leave before completion of a semester.

- 6 You will automatically retire from the service (if confirmed after successful completion of probationary period/ extended probationary period) on attaining the age of superannuation of 60 years as per prevailing UGC / AICTE / state Govt. norms.

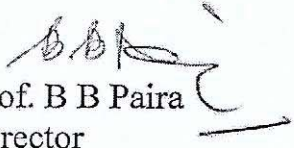
Your age as mentioned in your school Leaving Certificate will be deemed to be conclusive proof of your date of birth.

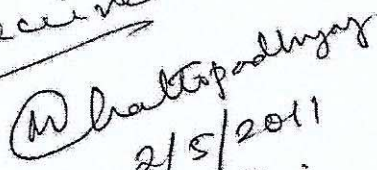
7. You are required to submit to us the following documents at the time of joining:
  - i. Attested Xerox copies of all certificates pertaining to your age, qualification, experience etc.
  - ii. Three copies of your recent stamp size colour photographs, and
  - iii. Last pay certificate from your previous employer, if any, for any request from you for fixation review of your basic pay.

Please return the copy of this letter as a token of your acceptance of our offer.

We look forward to your joining this Institute for a long, successful and pleasant Association.

Yours faithfully,

  
Prof. B B Paira  
Director

Received.  
  
2/5/2011



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E-mail : admin@heritageit.edu • Website : www.heritageit.edu

Ref. No : HITK/ 1011/AEIE/ASP/SG

12.04.11

Dr. Santanu Ghorai  
Vill - Purusottampur  
P.O. – Sultanpur Bazar  
Dist – Purba Midnapur  
Pin - 721659

Dear Sir,

### Sub: Letter of Appointment

On the basis of your interview held on 12.04.11 and in terms of recommendation of the Selection Committee, we have pleasure in offering you an appointment as **Associate Professor**, Department of **Applied Electronics & Instrumentation Engineering** on the following terms and conditions:

- 1 You will join us as early as possible.
- 2 You will be on probation for a period of one year, subject to extension at the discretion of the management of the institute.
- 3 On satisfactory completion of the probationary period, your appointment will be confirmed in writing.
- 4 You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be amended from time to time.
- 5 You will perform such duties and exercise such powers as entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - a. Teaching a minimum of three compulsory / optional courses in each semester including Laboratory classes,
  - b. Development of Laboratory for regular courses and for research work,
  - c. Administrative work as may be assigned to you from time to time,
  - d. Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,
  - e. Participate/ conduct seminar/symposium winter/summer schools/workshops or other short – term training programmes, and
  - f. Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and/ or other reputed Institute without detriment to your normal teaching assignment



You will receive a basic pay of Rs. 37400/- (Rupees thirty seven thousand four hundred) only and Academic Grade Pay as per 6<sup>th</sup> pay commission recommendation and Dearness Allowance, House Rent Allowance and Medical Allowances as admissible.

- 6 You will automatically become a member of the contributory Provident Fund. Current rate of contribution by both the employer & employee is 12% of Basic pay plus admissible Dearness Allowance.
- 7 Gratuity will be paid according to the provisions of Payment of Gratuity Act, which is in force or as per amendment thereof.
- 8 This agreement may be terminated by either side by giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason whatsoever. On confirmation of your service, three months' notice or three months' notice pay would be binding on both the employee and the employer.

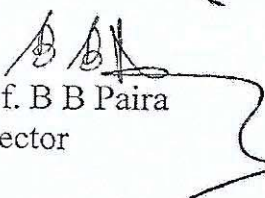
Normally, you would not be allowed to leave your services during the continuance of the semester. You may lose service benefits to be determined by the authority in case you leave before completion of a semester.

- 9 You will automatically retire from the service (if confirmed after successful completion of probationary period/ extended probationary period) on attaining the age of superannuation of 60 years as per prevailing UGC / AICTE / state Govt. norms. Your age as mentioned in your school Leaving Certificate will be deemed to be conclusive proof of your date of birth.
10. You are required to submit to us the following documents at the time of joining:
  - i. Attested Xerox copies of all certificates pertaining to your age, qualification, experience etc.
  - ii. Three copies of your recent stamp size colour photographs, and
  - iii. Last pay certificate from your previous employer, if any, for any request from you for fixation review of your basic pay.

Please return the copy of this letter as a token of your acceptance of our offer,

We look forward to your joining this Institute for a long, successful and pleasant Association.

Yours faithfully,

  
Prof. B B Paira  
Director

*Received with thanks.*  
*Santanu Ghorai*  
12/04/11



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Chowbaga Road, Anandapur, P.O. East Kolkata Township, Kolkata 700107  
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Email : admin@heritageit.edu Website : www.heritageit.edu

HRIT/0403/2116

July 19, 2004

**Mr. Arabinda Kumar Pal**  
C/Ø. Prabir Kr. Saha,  
8 B, Panpara Road,  
P.O. Nonachandanpukur,  
Barrackpore  
Kolkata 700 122

## Sub: Letter of Appointment

Dear Sir,

On the basis of your interview with us on 13.07.2004, we have pleasure in offering you an appointment as **Lecturer** in the department of **Applied Electronics & Instrumentation Engineering** of this Institute on the following terms and conditions:

1. You will join us as early as possible but not later than ~~02.08.2004~~ <sup>09</sup> ) *gp*
2. You will be on probation for a period of one year, subject to extension at the discretion of the Institute management.
3. On satisfactory completion of the probationary period, your appointment will be confirmed in writing.
4. You will submit to us the following documents at the time of joining :
  - (i) True copies of all certificates pertaining to your age, qualification, experience etc.
  - (ii) Two copies of your recent stamp size colour photographs, and
  - (iii) Last pay certificate from your previous employer, if any.
5. You will abide by the Service Rules and Regulations of the Institute which are presently in force or may be framed from time to time.
6. You will perform such duties and exercise such powers as are entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - (i) Teaching a minimum of three compulsory / optional courses in each semester including Laboratory / Workshop classes,
  - (ii) Development of Laboratory/Workshop for regular courses and for research work,
  - (iii) Administrative work as may be assigned to you from time to time,

*gp*



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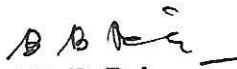
Chowbaga Road, Anandapur, P.O. East Kolkata Township, Kolkata 700107  
Phone : 033-2443-0454 / 56 / 57 • Fax : 033-2443-0455  
Email : admin@heritageit.edu Website : www.heritageit.edu

- (iv) Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,
  - (v) Participate/conduct seminar/symposium winter/summer schools/workshops or other short-term training programmes, and
  - (vi) Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and / or other reputed Institute without detriment to your normal teaching assignment
7. You will devote your whole time and attention to the service of the Institute and would not undertake any direct / indirect business or work, honorary or remunerative except with the permission of the Director.
  8. You will be placed in the scale of Rs. 8,000-275-13500 with a basic pay of Rs.9,100/- (Rupees nine thousand one hundred) only per month.
  9. Dearness allowance, House Rent allowance and Medical Allowance will be paid as per rules of the Institute. However, currently applicable rates of these allowances are as follows :

(i) Dearness Allowance	-	45% of Basic Pay
(ii) House Rent Allowance	-	15% of Basic Pay subject to a maximum of Rs. 2000.00 p.m
(iii) Medical Allowance	-	Rs. 100.00 p.m.
  10. You will automatically become a member of the Contributory Provident Fund. Current rate of contribution by both the employer & employee is 12% of Basic Pay plus admissible Dearness Allowance.
  11. Gratuity will be paid according to the Provisions of Payment of Gratuity Act in force or any amendment thereof.
  12. This agreement may be terminated by either side by giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason whatsoever.

We enclose one copy of this letter, which may please be returned, duly signed by you, as a token of your acceptance to these terms & conditions.

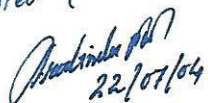
Yours faithfully

  
Prof. B. B. Paira  
Director



Encl: As stated

0403/ A.L. Sreparna DasguptaL AEIE/m

Accepted & Received  
  
22/07/04



# Heritage Institute of Technology

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Email : admin@heritageit.edu Website : www.heritageit.edu

Ref. No. : HRIT/C403/1415

19<sup>th</sup> June, 2003


Mr. Surajit Bagchi  
HA-228, Sector-III  
Salt Lake City  
Kolkata - 700 091

## Sub: Letter of Appointment

Dear Sir,

On the basis of your interview with us on 10.06.2003, we have pleasure in offering you an appointment as Senior Lecturer in the Department of Electronics & Instrumentation Engineering of this Institute on the following terms and conditions:

1. You will join us as early as possible but not later than 10.07.2003.
2. You will be on probation for a period of one year, subject to extension at the discretion of the Institute management.
3. On satisfactory completion of the probationary period, your appointment will be confirmed in writing.
4. You will submit to us the following documents at the time of joining :
  - (i) True copies of all certificates pertaining to your age, qualification, experience etc.
  - (ii) Two copies of your recent stamp size colour photographs, and
  - (iii) Last pay certificate from your previous employer, if any.
5. You will abide by the Service Rules and Regulations of the Institute which are presently in force or may be modified from time to time.
6. You will perform the duties and exercise such powers as are entrusted to you from time to time, by or on behalf of the Institute.
  - (i) Teaching a minimum of three compulsory / optional courses in each semester including Laboratory / Workshop classes,
  - (ii) Development of Laboratory / Workshop for regular courses and research work,
  - (iii) Administrative work as may be assigned to you from time to time,
  - (iv) Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute.

  
Principal  
Heritage Institute of Technology

A 2A/326





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Phone : 033-2443-0454 / 56 / 57 • Fax : 033-2443-0455

Email : admin@heritageit.edu Website : www.heritageit.edu

- (v) Participate / conduct seminar / symposium winter / summer schools / workshops or other short-term training programmes, and
- (vi) Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and / or other reputed Institute without detriment to your normal teaching assignment.
7. You will devote your whole time and attention to the service of the Institute and would not undertake any direct / indirect business or work, honorary or remunerative except with the permission of the Director.
8. You will be placed in the scale of 10000-325-15200 with a basic pay of Rs. 10000/- (Rupees ten thousand only) per month.
9. Dearness allowance, House Rent allowance and Medical Allowance will be paid as per rules of the Institute. However, currently applicable rates of these allowances are as follows :
- |       |                      |   |  |
|-------|----------------------|---|--|
| (i)   | Dearness Allowance   | - | 41% of Basic Pay                                     |
| (ii)  | House Rent Allowance | - | 15% of Basic Pay subject to a maximum of Rs. 2000.00 |
| (iii) | Medical Allowance    | - | Rs. 100.00 p.m.                                      |
10. You will automatically become a member of the Contributory Provident Fund. Current rate of contribution by both the employer & employee is 12% of Basic Pay plus admissible Dearness Allowance.
11. Gratuity will be paid according to the payment of Gratuity Act in force or any amendment thereof.
12. This agreement may be terminated by either side by giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason whatsoever.

We enclose one copy of this letter, which may please be returned, duly signed by you, as a token of your acceptance to these terms & conditions.

Yours faithfully,

  
Prof. B. B. Paira  
Director

040-Dial A.L. Regular employees with probation

*Received*  
*Sis*  
*23/6/2003*



# Heritage Institute of Technology

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Chowbaga Road, Anandapur, P.O. East Kolkata Township, Kolkata - 700 107  
Phone : 033-2443-0454 / 56 / 57 • Telefax : 033-2443-0455  
E-mail : admin@heritageit.edu • Website : www.heritageit.edu

Ref. No : HIT/ 0910/AEIE/Lec/DG

18.12.2009

**Ms. Damayanti Ghosh**

C/O Shri S.K.Ghosh

86/77/3/A, Branch Panchanantala Road

Sukhchar, 24 Pgs (N), Pin - 700115

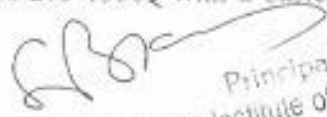
Dear Madam,

### Sub: Letter of Appointment

On the basis of your interview held on 15.12.09 and in terms of recommendation of the Selection Committee, we have pleasure in offering you an appointment as **Lecturer**, Department of **Applied Electronics & Instrumentation Engineering** on the following terms and conditions:

1. You will join us as early as possible.
2. You will be on probation for a period of one year, subject to extension at the discretion of the management of the institute.
3. On satisfactory completion of the probationary period, your appointment will be confirmed in writing.
4. You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be amended from time to time.
5. You will perform such duties and exercise such powers as entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - a. Teaching a minimum of three compulsory / optional courses in each semester including Laboratory classes,
  - b. Development of Laboratory for regular courses and for research work,
  - c. Administrative work as may be assigned to you from time to time,
  - d. Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,
  - e. Participate/ conduct seminar/symposium winter/summer schools/workshops or other short – term training programmes, and
  - f. Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and/ or other reputed Institute without detriment to your normal teaching assignment
6. You will be placed in the scale of Rs. 8000-275-13500 with a basic pay of Rs. 8000/- (Rupees Eight thousand) only per month.

D/td Deb  
Ms. Damayanti-187 Faculty-Appr. Lecturer

  
Principal  
Heritage Institute of Technology



- 7 Dearness , House Rent and Medical Allowances will be paid as per rules of the Institute.
- 8 You will automatically become a member of the contributory Provident Fund. Current rate of contribution by both the employer & employee is 12% of Basic pay plus admissible Dearness Allowance.
- 9 Gratuity will be paid according to the provisions of Payment of Gratuity Act which is in force or as per amendment thereof.
- 10 This agreement may be terminated by either side by giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason whatsoever. On confirmation of your service, three months' notice or three months' notice pay which would be binding on both the employee and the employer.

Normally , you would not be allowed to leave your services during the continuance of the semester. You may lose service benefits to be determined by the authority in case you leave before completion of a semester.

- 11 You will automatically retire from the service (if confirmed after successful completion of probationary period/ extended probationary period ) on attaining the age of superannuation of 60 years as per prevailing UGC / AICTE / state Govt. norms.

Your age as mentioned in your school Leaving Certificate will be deemed to be conclusive proof of your date of birth.


- 12. You are required to submit to us the following documents at the time of joining:
  - i. Attested Xerox copies of all certificates pertaining to your age, qualification, experience etc.
  - ii. Two copies of your recent stamp size colour photographs, and
  - iii. Last pay certificate from your previous employer, if any, for any request from you for fixation review of your basic pay.

Please return the copy of this letter as a token of your acceptance of our offer.

We look forward to your joining this Institute for a long, successful and pleasant association.

Yours faithfully,

  
Prof. B B Paira  
Director

*Expressed and Accepted.*  
  
22/12/2010

  
Principal  
Heritage Institute of Technology  
Heritage Institute of Technology,  
P.O. No. 1, Anandapur,  
Anandapur Road, Anandapur,  
Kolkata - 700 107



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E-mail : admin@heritageit.edu • Website : www.heritageit.edu

Ref. No : HIT/ 0403/3932

20<sup>TH</sup> July, 2007

Ms. Reshma Sengupta  
23 A/4, Baderaipur Road  
Jadavpur  
Kolkata - 700032

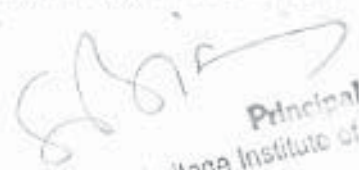
## Sub: Letter of Appointment

Dear Madam,

On the basis of your interview held on 12.07.07 and as recommended by the Selection Committee, we have pleasure in offering you an appointment as Lecturer, Applied Electronics & Instrumentation Engineering on the following terms and conditions:

1. You will join us as early as possible.
2. You will be on probation for a period of one year, subject to extension at the discretion of the management of the institute.
3. On satisfactory completion of the probationary period, your appointment will be confirmed in writing.
4. You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be amended from time to time.
5. You will perform such duties and exercise such powers as are entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - (i) Teaching a minimum of three compulsory / optional courses in each semester including Laboratory classes,
  - (ii) Development of Laboratory for regular courses and for research work,
  - (iii) Administrative work as may be assigned to you from time to time,
  - (iv) Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,
  - (v) Participate/ conduct seminar/symposium winter/summer schools/workshops or other short-term training programmes, and
  - (vi) Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and/ or other reputed Institute without detriment to your normal teaching assignment
6. You will be placed in the scale of Rs. 8000-275-13500 with a basic pay of Rs. 8000/- (Rupees Eight thousand ) only per month.

4



Principal  
Heritage Institute of Technology

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7. Dearness, House Rent and Medical Allowances will be paid as per rules of the Institute.
8. You will automatically become a member of the contributory Provident Fund. Current rate of contribution by both the employer & employee is 12% of Basic pay plus admissible Dearness Allowance.
9. Gratuity will be paid according to the Provisions of Payment of Gratuity Act in force or any amendment thereof.
10. This agreement may be terminated by either side by giving one months' notice in writing or one month's salary in lieu thereof, without assigning any reason whatsoever. On confirmation of your service, three months' notice or three months' notice pay which would be binding on both the employee and the employer.

Normally, you would not be allowed to leave your services in the Institute during the continuance of the semester. You may lose service benefits to be determined by the authority in case you leave before completion of a semester.

11. You will automatically retire from the service (if confirmed after successful completion of probationary period/ extended probationary period) on attaining superannuation age of 60 years as per prevailing UGC / AICTE / state Govt. norms.

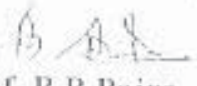
Your age mentioned in school Leaving certificate will be deemed to be conclusive proof of your date of birth.


12. You are required to submit to us the following documents at the time of joining:
  - i) attested Xerox copies of all certificates pertaining to your age, qualification, experience etc.
  - ii) two copies of your recent stamp size colour photographs, and
  - iii) last pay certificate from your previous employer, if any, for any request from you for fixation review of your basic pay.

We enclose one copy of this letter, which may please be returned, duly signed by you, as a token of your acceptance to these terms & conditions embodied therein and return it to the office of the undersigned at the above mentioned address within 7 days from the date of issue of this letter.

We look forward to your joining as a member of our staff and your contribution to the progress and development of the Institute to be proud of.

Yours faithfully,

  
Prof. B B Paira  
Director

Received and accepted.  
Date of joining: 1st August, 2007.  
  
Reshmi Sengupta  
Principal  
Heritage Institute of Technology



# Heritage Institute of Technology

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HRIT/0403/3156

January 9, 2006

**Mr. Indrajit Naskar**  
Vill:- Mamudpur,  
P.S. & P.O. – Magrahat  
Dist – 24 Parganas (South),  
Pin – 743 355.

## Sub: Letter of Appointment

Dear Sir,

On the basis of your interview with us on 03.01.2006, we have pleasure in offering you an appointment as **Lecturer** in the department of **Applied Electronics & Instrumentation Engineering** of this Institute on the following terms and conditions:

1. You will join us as early as possible but not later than 16.01.2006
2. You will be on probation for a period of one year, subject to extension at the discretion of the Institute management.
3. On satisfactory completion of the probationary period, your appointment will be confirmed in writing.
4. You will submit to us the following documents at the time of joining :
  - (i) True copies of all certificates pertaining to your age, qualification, experience etc.
  - (ii) Two copies of your recent stamp size colour photographs, and
  - (iii) Last pay certificate from your previous employer, if any.
5. You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be framed from time to time.
6. You will perform such duties and exercise such powers as are entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - (i) Teaching a minimum of three compulsory / optional courses in each semester including Laboratory / Workshop classes,
  - (ii) Development of Laboratory/Workshop for regular courses and for research work,
  - (iii) Administrative work as may be assigned to you from time to time,
  - (iv) Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute.

City Office : Tobacco House, 4th Floor, 1 Old Court House Corner, Kolkata - 700 001  
Phone : (033) 2220 9072 / 7629 / 7299 Fax : (033) 2448 4881 E-mail : kalyanbhartitrust@vsnl.net

Principal  
Heritage Institute of Technology

12A/309

- (v) Participate/conduct seminar/symposium winter/summer schools/workshops or other short-term training programmes, and
  - (vi) Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and / or other reputed Institute without detriment to your normal teaching assignment
7. You will devote your whole time and attention to the service of the Institute and would not undertake any direct / indirect business or work, honorary or remunerative except with the permission of the Director.
  8. You will be placed in the scale of Rs. 8,000-275-13500 with a basic pay of Rs. 8,000/- (Rupees eight thousand) only per month.
  9. Dearness , House Rent and Medical Allowances will be paid as per rules of the Institute.
  10. You will automatically become a member of the Contributory Provident Fund. Current rate of contribution by both the employer & employee is 12% of Basic Pay plus admissible Dearness Allowance.
  11. Gratuity will be paid according to the Provisions of Payment of Gratuity Act in force or any amendment thereof.
  12. This agreement may be terminated by either side by giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason whatsoever.

We enclose one copy of this letter, which may please be returned, duly signed by you, as a token of your acceptance to these terms & conditions.

Yours faithfully

  
Prof. D. B. Talwar  
Director

I accepted the letter and would join on or before July 2006.

Indrajit Nandan  
10/01/06





# Heritage Institute of Technology

(A UNIT OF KALYAN BHARTI TRUST)

Chowbaga Road, Anandapur, P.O. East Kolkata Township, Kolkata - 700 107

Phone : 033-2443-0454 / 56 / 57 • Fax : 033-2443-0455

E-mail : admin@heritageit.edu • Website : www.heritageit.edu

HRIT/0403/2908

August 20, 2005

**Mr. Pradip Saha**  
4 No. Matrisadan Road,  
P.O. Ashoke Nagar  
Dist. 24 Parganas ( N )  
Pin 743222

## Sub: Letter of Appointment

Dear Sir,

On the basis of your interview with us, we have pleasure in offering you an appointment as **Lecturer** in the department of **Applied Electronics & Instrumentation Engineering** of this Institute on the following terms and conditions:

1. You will join us as early as possible but not later than 01.09.2005
2. You will be on probation for a period of one year, subject to extension at the discretion of the Institute management.
3. On satisfactory completion of the probationary period, your appointment will be confirmed in writing.
4. You will submit to us the following documents at the time of joining :
  - (i) True copies of all certificates pertaining to your age, qualification, experience etc.
  - (ii) Two copies of your recent stamp size colour photographs, and
  - (iii) Last pay certificate from your previous employer, if any.
5. You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be framed from time to time.
6. You will perform such duties and exercise such powers as are entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - (i) Teaching a minimum of three compulsory / optional courses in each semester including Laboratory / Workshop classes,
  - (ii) Development of Laboratory/Workshop for regular courses and for research work,
  - (iii) Administrative work as may be assigned to you from time to time,
  - (iv) Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,

  
Principal  
Heritage Institute of Technology

A 2A/303



- (v) Participate/conduct seminar/symposium winter/summer schools/workshops or other short-term training programmes, and
- (vi) Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and / or other reputed Institute without detriment to your normal teaching assignment
7. You will devote your whole time and attention to the service of the Institute and would not undertake any direct / indirect business or work, honorary or remunerative except with the permission of the Director.
8. You will be placed in the scale of Rs. 8,000-275-13500 with a basic pay of Rs.8,000/- (Rupees eight thousand ) only per month.
9. Dearness allowance, House Rent allowance and Medical Allowance will be paid as per rules of the Institute. However, currently applicable rates of these allowances are as follows :
- |       |                      |   |  |
|-------|----------------------|---|--|
| (i)   | Dearness Allowance   | - | 52% of Basic Pay                                     |
| (ii)  | House Rent Allowance | - | 15% of Basic Pay subject to a maximum of Rs. 2000.00 |
| (iii) | Medical Allowance    | - | Rs. 100.00 p.m.                                      |
10. You will automatically become a member of the Contributory Provident Fund. Current rate of contribution by both the employer & employee is 12% of Basic Pay plus admissible Dearness Allowance.
11. Gratuity will be paid according to the Provisions of Payment of Gratuity Act in force or an amendment thereof.
12. This agreement may be terminated by either side by giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason whatsoever.

We enclose one copy of this letter, which may please be returned, duly signed by you, as a token of your acceptance to these terms & conditions.

Yours faithfully

  
Prof. B. B. Paira  
Director

  
Accepted.  
Principal  
Heritage Institute of Technology



# Heritage Institute of Technology

(A UNIT OF KALYAN BHARTI TRUST)

Chowbaga Road, Anandapur, P.O. East Kolkata Township, Kolkata - 700 107  
Phone : 033-2443-0454 / 56 / 57 • Fax : 033-2443-0455  
E-mail : admin@heritageit.edu • Website : www.heritageit.edu

HRIT/0403/291-2

August 25, 2005

Mr. Soumik Das  
55 Vidyasagar Road  
P.O. – Purbanishchintapur  
P.S. Budge Budge  
Dist: 24 parganas  
Pin – 700 137

## Sub: Letter of Appointment

Dear Sir,

On the basis of your interview with us, we have pleasure in offering you an appointment as **Lecturer** in the department of **Applied Electronics & Instrumentation Engineering** of this Institute on the following terms and conditions:

1. You will join us as early as possible but not later than 01.09.2005
2. You will be on probation for a period of one year, subject to extension at the discretion of the Institute management.
3. On satisfactory completion of the probationary period, your appointment will be confirmed in writing.
4. You will submit to us the following documents at the time of joining :
  - (i) True copies of all certificates pertaining to your age, qualification, experience etc.
  - (ii) Two copies of your recent stamp size colour photographs, and
  - (iii) Last pay certificate from your previous employer, if any.
5. You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be framed from time to time.
6. You will perform such duties and exercise such powers as are entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - (i) Teaching a minimum of three compulsory / optional courses in each semester including Laboratory / Workshop classes,
  - (ii) Development of Laboratory/Workshop for regular courses and for research work,
  - (iii) Administrative work as may be assigned to you from time to time,
  - (iv) Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,

Received by  
Soumik Das  
26.8.2005

*[Handwritten Signature]*

A 2A 1324



- (v) Participate/conduct seminar/symposium winter/summer schools/workshops or other short-term training programmes, and
  - (vi) Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and / or other reputed Institute without detriment to your normal teaching assignment
7. You will devote your whole time and attention to the service of the Institute and would not undertake any direct / indirect business or work, honorary or remunerative except with the permission of the Director.
8. Y1000ou will be placed in the scale of Rs. 8,000-275-13500 with a basic pay of Rs.8,550/- (Rupees eight thousand five hundred fifty) only per month.
9. Dearness allowance, House Rent allowance and Medical Allowance will be paid as per rules of the Institute. However, currently applicable rates of these allowances are as follows :
- |       |                      |   |  |
|-------|----------------------|---|--|
| (i)   | Dearness Allowance   | - | 52% of Basic Pay                                     |
| (ii)  | House Rent Allowance | - | 15% of Basic Pay subject to a maximum of Rs. 2000.00 |
| (iii) | Medical Allowance    | - | Rs. 100.00 p.m.                                      |
10. You will automatically become a member of the Contributory Provident Fund. Current rate of contribution by both the employer & employee is 12% of Basic Pay plus admissible Dearness Allowance.
11. Gratuity will be paid according to the Provisions of Payment of Gratuity Act in force or any amendment thereof.
12. This agreement may be terminated by either side by giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason whatsoever.

We enclose one copy of this letter, which may please be returned, duly signed by you, as a token of your acceptance to these terms & conditions.

Yours faithfully

  
Prof. B. B. Paira  
Director

  
Principal  
Heritage Institute of Technology

Received by  
Accepted by  
Sanku Das  
26-8-15



# Heritage Institute of Technology

(A UNIT OF KALYAN BHARTI TRUST)

Chowbaga Road, Anandapur, P.O. East Kolkata Township, Kolkata - 700 107  
Phone : 033-2443-0454 / 56 / 57 • Telefax : 033-2443-0455  
E-mail : admin@heritageit.edu • Website : www.heritageit.edu

Ref. No : HIT/ 0910/AEIE/Lec/SC

04.01.10

**Mr.Samik Chakraborty**  
Village Santa, Post Santa  
Via: Burnpur, District Burdwan  
Pincode- 713325

Dear Sir,

### Sub: Letter of Appointment

On the basis of your interview with us ,we have pleasure in offering you an appointment as Lecturer, Department of Applied Electronics & Instrumentation Engineering on the following terms and conditions:

- 1 You will join us as early as possible.
- 2 You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be amended from time to time.
- 3 You will perform such duties and exercise such powers as entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - a. Teaching a minimum of three compulsory / optional courses in each semester including Laboratory classes,
  - b. Development of Laboratory for regular courses and for research work,
  - c. Administrative work as may be assigned to you from time to time,
  - d. Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,
  - e. Participate/ conduct seminar/symposium winter/summer schools/workshops or other short – term training programmes, and
  - f. Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and/ or other reputed Institute without detriment to your normal teaching assignment
- 4 You will be placed in the scale of Rs. 8000-275-13500 with a basic pay of Rs. 8000/- (Rupees eight thousand) and other allowance Rs. 7000/- (seven thousand) only per month subject to statutory deduction.

D:\ip\des  
My Documents\HIT Faculty Appt. Letter.doc




5. You are required to submit to us the following documents at the time of joining:
  - i. Attested Xerox copies of all certificates pertaining to your age, qualification, experience etc.
  - ii. Two copies of your recent stamp size colour photographs,
6. Your performance would be reviewed within six months of your joining and decision for further action would be taken thereafter.

Please return the copy of this letter as a token of your acceptance of our offer.

We look forward to your joining this Institute for a long, successful and pleasant association.

Yours faithfully,

  
Prof. B B Paira  
Director

Read & accepted  
on 17.02.2010





# Heritage Institute of Technology

(A UNIT OF KALYAN BHARTI TRUST)

Chowbaga Road, Anandapur, P.O. East Kolkata Township, Kolkata - 700 107  
Phone : 033-2443-0454 / 56 / 57 • Telefax : 033-2443-0455  
E-mail : admin@heritageit.edu • Website : www.heritageit.edu

Ref. No : HIT/ 0708/AEIE/Lec

07.01.2008

**Mr. Arindam Sarkar**  
Annapurna Apartment  
284 DumDum Road  
Kolkata - 700074

Dear Sir,

### Sub: Letter of Appointment

On the basis of your interview held on 11.12.07 and as recommended by the Selection Committee, we have pleasure in offering you an appointment as **Lecturer, Applied Electronics & Instrumentation Engineering** department on the following terms and conditions:

1. You will join us as early as possible latest before 31.01.2008..
2. You will be on probation for a period of one year, subject to extension at the discretion of the management of the institute.
3. On satisfactory completion of the probationary period, your appointment will be confirmed in writing.
4. You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be amended from time to time.
5. You will perform such duties and exercise such powers as entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - (i) Teaching a minimum of three compulsory / optional courses in each semester including Laboratory classes,
  - (ii) Development of Laboratory for regular courses and for research work,
  - (iii) Administrative work as may be assigned to you from time to time,
  - (iv) Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,
  - (v) Participate/ conduct seminar/symposium winter/summer schools/workshops or other short-term training programmes, and
  - (vi) Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and/ or other reputed Institute without detriment to your normal teaching assignment
6. You will be placed in the scale of Rs. 8000-275-13500 with a basic pay of Rs. 8000/- (Rupees Eight thousand ) only per month.
7. Dearness , House Rent and Medical Allowances will be paid as per rules of the Institute.

  
Principal

A 2A/318



- 7. Dearness, House Rent and Medical Allowances will be paid as per rules of the Institute.
- 8. You will automatically become a member of the contributory Provident Fund. Current rate of contribution by both the employer & employee is 12% of Basic pay plus admissible Dearness Allowance.
- 9. Gratuity will be paid according to the Provisions of Payment of Gratuity Act in force or any amendment thereof.
- 10. This agreement may be terminated by either side by giving one month notice in writing or one month salary in lieu thereof, without assigning any reason whatsoever. On confirmation of your service, three months' notice or three months' notice pay which would be binding on both the employee and the employer.

Normally, you would not be allowed to leave your services during the continuance of the semester. You may lose service benefits to be determined by the authority in case you leave before completion of a semester.

- 11. You will automatically retire from the service (if confirmed after successful completion of probationary period/ extended probationary period) on attaining superannuation age of 60 years as per prevailing UGC / AICTE / state Govt. norms.


Your age mentioned in school Leaving certificate will be deemed to be conclusive proof of your date of birth.

- 12. You are required to submit to us the following documents at the time of joining :
  - i) attested Xerox copies of all certificates pertaining to your age, qualification, experience etc.
  - ii) two copies of your recent stamp size colour photographs and
  - iii) last pay certificate from your previous employer, if any, for any request from you for fixation review of your basic pay.

We enclose one copy of this letter, which may please be returned, duly signed by you, as a token of your acceptance to these terms & conditions embodied therein and return it to the office of the undersigned at the above mentioned address within 7 days from the date of the issue of this letter.

We look forward to your joining us as the Faculty of this Institute for a long, successful and pleasant association to be proud of.

Yours faithfully,

  
 Prof. B B Paira  
 Director

  
 Principal  
 Heritage Institute of Technology

Received and accepted  
 and date of joining is 24-02-09  
 Bunker  
 22-01-09  
 Heritage Institute of Technology,  
 15, Neduraha,  
 Bhowbaga Road, Anandapur,  
 Kolkata - 700 107

A 2A/319



# Heritage Institute of Technology

(A UNIT OF KALYAN BHARTI TRUST)

Chowbaga Road, Anandapur, P.O. East Kolkata Township, Kolkata - 700 107  
Phone : 033-2443-0454 / 56 / 57 • Telefax : 033-2443-0455  
E-mail : admin@heritageit.edu • Website : www.heritageit.edu

Ref. No : HIT/ 0708/AEIE/Lec

07.01.2008

**Mr. Samiul Alam**

C/O – SK. Badal Mohammad

Vill – Barogachhia

P.O. – Chanchal

Dist - Malda

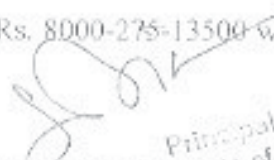
Pin - 732123

Dear Sir,

## Sub: Letter of Appointment

On the basis of your interview held on 11.12.07 and as recommended by the Selection Committee, we have pleasure in offering you an appointment as **Lecturer, Applied Electronics & Instrumentation Engineering** department on the following terms and conditions:

1. You will join us as early as possible latest before 31.01.2008..
2. You will be on probation for a period of one year, subject to extension at the discretion of the management of the institute.
3. On satisfactory completion of the probationary period, your appointment will be confirmed in writing.
4. You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be amended from time to time.
5. You will perform such duties and exercise such powers as entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - (i) Teaching a minimum of three compulsory / optional courses in each semester including Laboratory classes,
  - (ii) Development of Laboratory for regular courses and for research work,
  - (iii) Administrative work as may be assigned to you from time to time,
  - (iv) Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,
  - (v) Participate/ conduct seminar/symposium winter/summer schools/workshops or other short – term training programmes, and
  - (vi) Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and/ or other reputed Institute without detriment to your normal teaching assignment
6. You will be placed in the scale of Rs. 8000-275-13500 with a basic pay of Rs. 8000/- (Rupees Eight thousand ) only per month.

  
Principal  
Heritage Institute of Technology

A-2A/305





8. You will automatically become a member of the contributory Provident Fund. Current rate of contribution by both the employer & employee is 12% of Basic pay plus admissible Dearness Allowance.
9. Gratuity will be paid according to the Provisions of Payment of Gratuity Act in force or any amendment thereof.
10. This agreement may be terminated by either side by giving one month notice in writing or one month salary in lieu thereof, without assigning any reason whatsoever. On confirmation of your service, three months' notice or three months' notice pay which would be binding on both the employee and the employer.

Normally, you would not be allowed to leave your services during the continuance of the semester. You may lose service benefits to be determined by the authority in case you leave before completion of a semester.

11. You will automatically retire from the service (if confirmed after successful completion of probationary period/ extended probationary period ) on attaining superannuation age of 60 years as per prevailing UGC / AICTE / state Govt. norms.

Your age mentioned in school Leaving certificate will be deemed to be conclusive proof of your date of birth.

12. You are required to submit to us the following documents at the time of joining :
  - i) attested Xerox copies of all certificates pertaining to your age, qualification, experience etc.
  - ii) two copies of your recent stamp size colour photographs, and
  - iii) last pay certificate from your previous employer, if any, for any request from you for fixation review of your basic pay.

We enclose one copy of this letter, which may please be returned, duly signed by you, as a token of your acceptance to these terms & conditions embodied therein and return it to the office of the undersigned at the above mentioned address within 7 days from the date of the issue of this letter.

We look forward to your joining us as the Faculty of this Institute for a long, successful and pleasant association to be proud of.

Yours faithfully,

  
Prof. B B Paira  
Director

Received  
Suman Islam  
D.O.B - 21/02/83



Principal  
Heritage Institute of Technology

A 2A/306



Ref. No : HITK/ 1415/AEIE/AP/AKB

17.03.2015

**Mr. Anil Kumar Bag**

Vill – Sindurda, P.O. - Khagrageria

Dist – Medinipur (West), P.S. - Sabang

Pin - 721144

Dear Sir,

**Sub: Letter of Appointment**

On the basis of your interview held on 17.03.2015 and as recommended by the Selection Committee, we have pleasure in offering you an appointment as Assistant Professor in the Department of Applied Electronics & Instrumentation Engineering on the following terms and conditions:

- 1 Your date of appointment will be effective from your date of joining.
- 2 You will be on probation for a period of one year from the date of your joining as Faculty, subject to extension at the discretion of the management of the institute.
- 3 On satisfactory completion of the probationary period, your appointment will be confirmed in writing.
- 4 You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be amended from time to time.
- 5 You will perform such duties and exercise such powers as entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - a. Teaching a minimum of three compulsory / optional courses in each semester including Laboratory classes,
  - b. Development of Laboratory for regular courses and for research work,
  - c. Administrative work as may be assigned to you from time to time,
  - d. Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,
  - e. Participate/ conduct seminar/symposium winter/summer schools/workshops or other short – term training programmes, and
  - f. Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and/ or other reputed Institute without detriment to your normal teaching assignment

You will receive a payband of Rs. 23290/- (Rupees twenty three thousand two hundred & ninety only) and Academic Grade Pay of Rs.8000/- (Rupees eight thousand only) as per 6<sup>th</sup> pay commission recommendation and Dearness Allowance, House Rent Allowance and Medical Allowances as admissible.

Dilip Deb

**Heritage Institute of Technology**

(Kalyan Bharti Trust Initiative)



- 6 You will automatically become a member of the Contributory Provident Fund. Current rate of contribution by both the employer & employee is 12% of Basic pay plus admissible Allowances.
- 7 Gratuity will be paid according to the provisions of Payment of Gratuity Act, 1972 which is in force or as per amendment thereof.
- 8 You should ensure all possible steps for prevention of ragging in the premises of the Institute.
- 9 This agreement may be terminated by either side by giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason whatsoever. On confirmation of your service, three months' notice or three months' notice pay would be binding on both the employee and the employer.

Normally, you would not be allowed to leave your services during the continuance of the semester. You may lose service benefits to be determined by the authority in case you leave before completion of a semester.

- 10 You will automatically retire from the service (if confirmed after successful completion of probationary period/ extended probationary period) on attaining the age of superannuation of 60 years as per prevailing UGC / AICTE / state Govt. norms.  
Your age as mentioned in your school Leaving Certificate will be deemed to be conclusive proof of your date of birth.

11. You are required to submit to us the following documents at the time of joining:
  - i. Attested Xerox copies of all certificates pertaining to your age, qualification, release & experience etc.
  - ii. Three copies of your recent stamp size colour photographs.
  - iii. Last pay certificate from your previous employer.

Please return the copy of this letter as a token of your acceptance of our offer.

If at any time in future, the facts and figures furnished by you, are found to be incorrect, your appointment will stand nullified, ab initio.

We look forward to your joining this Institute for a long, successful and pleasant association.

Yours faithfully,

Prof. (Dr.) Pranay Chaudhuri  
Principal

*Received and Accepted -  
Anil Kumar Bag  
I will join on 20/04/15*



Ref. No : HITK/1516/AEIE/AP/DC

29.12.2015

Mr. Debjyoti Chowdhury  
Qt. No. C /44, Street – 2, Block – 3  
Farakka Barrage, Murshidabad  
Pin – 742212, West Bengal


Dear Sir,

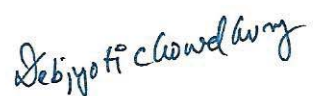
**Sub: Letter of Appointment**

On the basis of your interview held on 22.12.2015 and in terms of recommendation of the Selection Committee, we have pleasure in offering you an appointment as **Assistant Professor**, department of **Applied Electronics & Instrumentation Engineering** on the following terms and conditions

1. Your date of appointment will be effective from your date of joining.
2. You will receive a basic pay of Rs 15600/- (Rupees fifteen thousand six hundred only) and Academic Grade Pay of Rs. 6000/- (Rupees six thousand only) in the scale of Rs. 15600-39100 + AGP of Rs. 6000 and other allowances of Rs 8400/- (Rupees eight thousand four hundred only) per month.
3. This amount is subject to statutory deductions as applicable.
4. You will be eligible to Casual Leave @ 1 day per month & to no other benefits.
5. This appointment will be valid initially for a period of one year and may be renewed for a further period as per our mutual agreement.
6. This arrangement may be terminated by either side by giving one months notice in writing.

During the period of your tenure, you are expected to provide guidance and be involved in teaching, development of teaching methods and research laboratories and other institutional programmes of the institute in which you have the expertise. You are also expected to undertake research on your own or in association with other member(s) or group(s) of faculty or any recognized institute(s) jointly with this institute. You are also expected to participate / conduct seminars / symposia / winter / summer schools / workshops or other short term training programmes. You are also expected to take up consultancy work alone or jointly with other members of the faculty as per rules of the institute without detriment to your normal assignment in the Institute.

  
Dilip Deb



**Heritage Institute of Technology**

(Kalyan Bharti Trust initiative)



For all other matters not set out herein above, you will be covered by the service rules and regulations of the Institute, and any such other rules of the Institute that may come into force from time to time.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions mentioned in this offer.

We look forward to your joining this institute for a pleasant association.

Yours faithfully,

Prof. (Dr) Pranay Chaudhuri  
Principal

Received & Accepted.  
Debjyoti Choudhury  
31/12/15



Ref. No : HR/HITK/16-17/153

29.08.2016

Mr. Debjyoti Chowdhury  
Qt. No. – C/44  
Street-2, Block-3  
Farakka Barrage Project  
WB, Murshidabad  
Pin - 742212

Dear Sir,

**Sub: Letter of Appointment**

We have pleasure in offering you an appointment as **Assistant Professor, AEIE** department on the following terms and conditions:

1. This arrangement is w.e.f. 1<sup>st</sup> September, 2016 and is valid for a period of two years.
2. On the basis of the documents submitted by you, your date of birth has been recorded as 28<sup>th</sup> July, 1989 for all the purposes of your employment with the Institute.
3. You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be amended from time to time.
4. You will devote your whole time and attention to the service of the Institute and would not undertake any direct/indirect business or work, honorary or remunerative except with the permission of the Head of the Institute.
5. You will perform such duties and exercise such powers as entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - a. Teaching a minimum of three compulsory / optional courses in each semester including Laboratory classes,
  - b. Development of Laboratory for regular courses and for research work,
  - c. Administrative work as may be assigned to you from time to time,
  - d. Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,
  - e. Participate/ conduct seminar/symposium winter/summer schools/workshops or other short – term training programmes.
  - f. Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and/ or other reputed Institute without detriment to your normal teaching assignment.

**Heritage Institute of Technology**  
(An Autonomous Institute under MAKAUT, WB)  
(Kalyan Bharti Trust Initiative)



6. You will receive a basic pay of Rs. 15600/- (Rupees fifteen thousand six hundred only) p.m. and Academic Grade Pay of Rs. 6000/- (Rupees six thousand only) p.m., as per 6th pay commission recommendation and Dearness Allowance, House Rent Allowance and Medical Allowances as admissible.
7. You will automatically become a member of the Employees' Provident Fund.
8. This agreement may be terminated at any time by either side with one months notice or salary in lieu of.
9. You should ensure all possible steps for prevention of ragging in the premises of the Institute.
10. You are required to submit following documents at the time of joining:
  - i. Self Attested Xerox copies of Voter I card, Pan card & all certificates pertaining to your age, qualification, experience, Address proof etc.
  - ii. Three copies of your recent stamp size colour photographs.
  - iii. Last pay certificate from your previous employer.

If at any time in future, the facts and figures furnished by you, are found to be incorrect, this appointment will stand nullified, ab initio.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions mentioned in this offer.

We look forward to your joining this institute for a pleasant association.

Yours sincerely,

**Prof. (Dr) Pranay Chaudhuri**  
Principal



Ref. No: HR/HITK/16-17/201

09.01.2017

Mr. Debjyoti Chowdhury  
Qt. no. C/44, Street – 2, Block - 3  
Farakka Barrage, Murshidabad  
Pin – 742212, West Bengal

Dear Sir,

**Sub: Letter of Appointment**

Further to our letter dated 29.12.2015, we have the pleasure in offering you an appointment as Assistant Professor, Applied Electronics & Instrumentation Engineering department, on the following terms and conditions:

1. Your date of appointment will be effective from your date of joining.
2. On the basis of the documents submitted by you, your date of birth has been recorded as 28<sup>th</sup> July, 1989 for all the purposes of your employment with the Institute.
3. You will be on probation for a period of one year from the date of joining.
4. On satisfactory completion of the probationary period, your appointment may be confirmed. You will continue to be on probation unless confirmed in writing.
5. You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be amended from time to time.
6. You will perform such duties and exercise such powers as entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - a. Teaching a minimum of three compulsory / optional courses in each semester including Laboratory classes,
  - b. Development of Laboratory for regular courses and for research work,
  - c. Administrative work as may be assigned to you from time to time,
  - d. Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,
  - e. Participate/ conduct seminar/symposium winter/summer schools/workshops or other short – term training programmes.
  - f. Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and/ or other reputed Institute without detriment to your normal teaching assignment
7. You will receive a payband of Rs. 15600/- (Rupees fifteen thousand six hundred only) p.m. and Academic Grade Pay of Rs. 6000/- (Rupees six thousand only) p.m., as per 6<sup>th</sup> pay commission recommendation and Dearness Allowance, House rent Allowance of Medical Allowance as admissible.

**Heritage Institute of Technology**

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994 Madhurda, Chowbaga Road, Anandapur, P.O. East Kolkata Township, Kolkata - 700 107





8. You will devote your whole time and attention to the service of the Institute and would not undertake any direct / indirect business or work, honorary or remunerative except with the permission of the Institute.
9. You will automatically become a member of the Contributory Provident Fund.
10. Gratuity will be paid according to the provisions of Payment of Gratuity Act in force or any amendment thereof.
11. You should ensure all possible steps for prevention of ragging in the premises of the Institute.
12. This agreement may be terminated by either side by giving one month's notice in writing or salary in lieu thereof, without assigning any reason whatsoever.
13. As per the norms you will superannuate at the age of 60.
14. You are required to submit to us the following documents at the time of joining:
  - a) Self attested xerox copies of Voter I Card, Pan Card, and Address Proof.
  - b) Attested xerox copies of all certificates pertaining to your age, qualification, experience etc.
  - c) Three copies of your recent passport size colour photographs.

If at any time in future, the facts and figures furnished by you, are found to be incorrect, this appointment will stand nullified, ab initio.

We look forward to your joining this Institute for a successful and pleasant association.

Yours sincerely,  
**For Heritage Institute of Technology**

**Prof. (Dr.) Pranay Chaudhuri**  
**Principal**

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**Received original, read & accepted**



Ref. No : HR/HITK/16-17/233

04.07.2016

**Mr. Arnab Bose**

9, Dharsa Chowdhurypara Road  
P.O. – G.1. Press Colony  
Dist. – Howrah, Pin - 711112  
West Bengal

Dear Sir,

**Sub: Letter of Appointment**

We have pleasure in offering you an appointment as **Adjunct Faculty Member** in the department of **Applied Electronics & Instrumentation Engineering** on following terms and conditions:

1. Your date of appointment will be effective from the date of your joining.
2. You will be paid as honorarium of Rs. 1000/- per lecture hour.
3. This amount is subject to statutory deductions as applicable.
4. This appointment will be valid initially for a period one year and may be renewed further as per mutual agreement.
5. You will be contacted by Prof. (Dr.) Madhurima Chattopadhyay, HOD, of Applied Electronics & Instrumentation Engineering, or in his absence the Department Coordinator for finalizing your lecture schedule.

Please sign and return a copy of this letter as a token of your acceptance of this offer.

Yours sincerely,

**For Heritage Institute of Technology**

Prof. (Dr) Pranay Chaudhuri  
Principal

ACCEPTED

**Heritage Institute of Technology**  
(An Autonomous Institute under MAKAUT, WB)

Dilip Deb

(Kalyan Bharti Trust Initiative)



Ref. No : HR/HITK/16-17/234

05.07.2016

**Mr. Partha Haldar**

Flat – b – 24/11

Abhyudoy Co-Operative Housing Society Ltd.

E.C.T.P – Ph –IV, Kolkata - 700107

India

Dear Sir,

**Sub: Letter of Appointment**

We have pleasure in offering you an appointment as **Adjunct Faculty Member** in the department of **Applied Electronics & Instrumentation Engineering** on following terms and conditions:

1. Your date of appointment will be effective from the date of your joining.
2. You will be paid as honorarium of Rs. 1000/- per lecture hour.
3. This amount is subject to statutory deductions as applicable.
4. This appointment will be valid initially for a period one year and may be renewed further as per mutual agreement.
5. You will be contacted by Prof. (Dr.) Madhurima Chattopadhyay, HOD, of Applied Electronics & Instrumentation Engineering, or in his absence the Department Coordinator for finalizing your lecture schedule.

Please sign and return a copy of this letter as a token of your acceptance of this offer.

Yours sincerely,

**For Heritage Institute of Technology**

Prof. (Dr) Pranay Chaudhuri  
Principal

Accepted

**Heritage Institute of Technology**

(An Autonomous Institute under MAKAUT, WB)

(Kalyan Bharti Trust Initiative)

Dilip Deb

994 Madhurdaha, Chowbaga Road, Anandapur, P.O. East Kolkata Township, Kolkata - 700 107