



Ref. No.: DBC/App-08A/2024-25/0009

15 June 2024

**Appointment Order of Annual Contract of Faculty**Dear **Mr. Jude Fernandes**,

I am pleased to inform you that you are appointed **Assistant Professor of Mass Communication** on an Annual Contract for the Academic Year 2024-25 w.e.f. 15 June 2024 to 14 May 2025 on a consolidated salary of Rs. 50,000/- (Rupees Fifty Thousand Only) per month. You will not be entitled to any other allowances in addition to the above mentioned amount except for a contributory Provident Fund.

**General Conditions and Broad Responsibilities shall be as follows:**

1. Cooperate with the department Coordinator and/ or the Faculty Team in all the activities of the department in the spirit of Team Work.
2. Prepare the allotted Subject based on the Objectives, Course Outline, and the Syllabus, and deliver the same to the students entrusted to your care by employing ICT-enabled Teaching-learning Process.
3. Execute Continuous Internal Examinations & Assignments, and related work such as Question Paper Setting, Invigilation, Evaluation and any other work given to you by the Coordinator or the Principal.
4. Upgrade your Qualifications, and engage in Research Activities and get scholarly work published.
5. Coordinate/ Participate in Extra-curricular, Capacity Building and Extension Activities.
6. Participate in any of the Administrative Tasks assigned to you.
7. Participate in the development of the institute and institution building.
8. Contribute to the Institute's revenue-generating activities like Consultancy, Lateral courses Sponsored Projects etc.
9. Any other Work allotted by the Principal or Director.
10. You are expected to be an efficient Team Player.
11. You will have to be prompt and punctual in your Class.
12. Use your time well, take initiative and plan out activities well in advance.
13. You are here for the students, prepare them well for life, and give extra-time for those in need.
14. Being a private college not monetarily supported by the government, automatic increments if any are not guaranteed. It will depend solely on your performance.
15. You will be entitled to 8 CLs in a year. For those completed 3 years or more will be entitled to 2 RH.

The proportionate weightage of the above responsibilities shall be defined by you in consultation with the Principal. While in service you shall uphold the values expected of a person employed in the Don Bosco Group of institutions. Kindly go through the Institution's policies posted on the website. Your performance will be reviewed periodically through the year.

Your appointment is subject to approval of Goa University. Your Terms and Conditions for Employment will be governed by the Ordinances and Statutes of Goa University, Directorate of Higher Education, and College Management. Your appointment is liable for termination in case your character and antecedents are adverse so as to disqualify you from holding of post as per Government Rules. The appointment may be terminated at any time with a month's notice without assigning any reason. If it is extremely adverse your services will be terminated without the due notice. You may resign from service by giving one months notice. However you shall not be allowed to leave during the current academic year/ semester. In case you leave, you will be required to deposit your salary for the remaining period of the academic year.

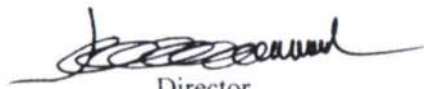
We welcome you into the family of Don Bosco. We will support you in your development and make your stay a mutually rewarding experience.

Kindly convey your acceptance to the terms and conditions by returning to us the duplicate of this letter duly signed and dated by you.

I wish you all the very best in your sincere efforts in the cause of Higher Education, Research, and Extension Activities.

#### COMPLIANCE

I have read the contents of the Annual Contract and understood the same. I hereby confirm my acceptance of the terms and conditions of service contained therein and undertake to abide by them.



Director

Fr. Joaquim Lobo



Employee

Mr. Jude Fernandes

