



## **ASSAM DON BOSCO UNIVERSITY**

Tapesia Gardens, Kamarkuchi, Sonapur – 782 402, Assam, INDIA

Ref. No. F19/ZG/24-002, dated: 7<sup>th</sup> May, 2024

### **Appointment Letter**

The Vice Chancellor of Assam Don Bosco University is pleased to hereby appoint Dr. Suman Mahanta Bordoloi (PhD), Assistant Professor, as Programme Coordinator for Master of Business Administration (MBA) on a full time and dedicated basis for the Centre for Distance and Online Education (CDOE) with effect from 7<sup>th</sup> May 2024.

The responsibilities of the Programme Coordinator include overall coordination of the development, delivery and assessments of the learners' Online MBA Program. Additionally, in fulfilment of the required teaching hours, this appointment may require the coordination of the development, delivery and assessments of the learners in Course/s which are a part of the University's Centre for Department of Online Education.

This Appointment is in addition to Appointment Letter DBU/HR/C-A/APPT/23-01/05-01 dated 5<sup>th</sup> January, 2023 and further to Appointment Letter F023A/JJ/23-0227 dated 07 February 2024.

Dr. (Fr.) Zacharias George  
Registrar

Registrar  
Assam Don Bosco University  
Tapesia Gardens, Sonapur  
Assam-782402, INDIA.



## ASSAM DON BOSCO UNIVERSITY

Tapesia Gardens, Kamarkuchi, Sonapur – 782 402, Assam, INDIA

Ref. No. DBU/HR/C-A/APPT/23-01/05-01, Dated 5<sup>th</sup> January, 2023

### APPOINTMENT LETTER

On the recommendation of the Selection Committee, the Vice Chancellor of Assam Don Bosco University is pleased to appoint:

Name : Dr. Suman Mahanta Bordoloi  
Designation : Assistant Professor (Senior)  
Department : Management  
School : School of Commerce and Management  
Unit : Azara Campus  
With effect from : 05-01-2023

The consolidated salary of Dr. Suman Mahanta Bordoloi is Rs. 40,000.00 (Rupees Forty Thousand Only). The details of appointment are given below:

1. This appointment is subject to approval by the Governing Body of Assam Don Bosco University.
2. Your service will be governed by the University norms laid down in the "Employee Service Rules" of Assam Don Bosco University.
3. You are expected to serve the institution at least till the end of the current academic year.
4. You will be on probation for a period of two years from the date of appointment. At the end of this period, your service will be made regular subject to your acquiring the minimum qualification required for this post and subject to an assessment by competent bodies of your performance, dedication to duty and professionalism.
5. Probationary employment may be terminated by the employer or the employee by giving one month's prior notice in writing or with a month's salary in lieu of prior notice.
6. On confirmation of employment, service may be terminated by the employer or the employee by giving three months' prior notice in writing or with three months' salary in lieu of prior notice.
7. During the notice period, the employee will hand over full charge of the work assigned to him/ her to the person authorized by the competent authority for the purpose.
8. On joining, there will be a monthly deduction of one month's salary, in equal installments over a period of six months towards a refundable notice period pay fund. This amount will be refunded without interest to the employee on separation, provided that the notice period given is as per the University norms or on completion of two years of service, whichever date is earlier.
9. Vacation period cannot form part of the notice period. No salary will be paid for leave taken during the notice period.
10. You are expected to register yourself for the Teacher Induction Programme at 192.168.63.52/moodle and complete the Diploma Programme within a period of three months and submit a copy of the certificate of completion to the Office of Human Resources Director.
11. You are also expected to complete a course on "Constitution of India" offered under our institutional LMS (moodle.dbuniversity.ac.in) via self-regulated mode within a period of three months and submit a copy of the certificate of completion to the Office of the Human Resources Director.
12. You are required to submit the authenticated photocopy of your pan card and salary statement of your previous employer from 1<sup>st</sup> April, 2022 up to the last salary drawn by you.
13. This "Appointment Letter" has been issued on the proviso that there are no pending criminal cases and issues of termination in previous employment. The "Appointment Letter" will stand withdrawn in case any such record comes to light later.

Fr. (Dr.) Stephen Mavelly  
Vice Chancellor

Vice Chancellor  
Assam Don Bosco University  
Tapesia Gardens, Sonapur  
Assam-782402, INDIA.

*Dr. Suman Mahanta Bordoloi*

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Email: contact@dbuniversity.ac.in



## ASSAM DON BOSCO UNIVERSITY

Tapesia Gardens, Sonapur – 782402 | Azara, Guwahati – 781017, ASSAM  
contact@dbuniversity.ac.in / www.dbuniversity.ac.in

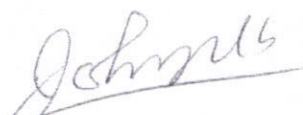
Ref. No. F023A/JJ/23-0227 dated 07 February 2024

### Appointment Letter

The Vice Chancellor of Assam Don Bosco University is pleased to hereby appoint Dr. Suman Mahanta Bordoloi, Assistant Professor, as Course Coordinator for MBA, Centre for Distance and Online Education (CDOE) with effect from 7 February 2024.

The role of Course Coordinator includes the coordination, development, delivery and assessments of the learners in Course/s which are a part of the University's Centre for Distance and Online Education.

This Appointment is in addition to Appointment Letter DBU/HR/C-A/APPT/23-01/05-01 dated 5<sup>th</sup> January, 2023.



Prof. Johnny Jose

Registrar  
Assam Don Bosco University  
Tapesia Gardens, Sonapur  
Assam-782402, INDIA.







## ASSAM DON BOSCO UNIVERSITY

Tapesia Gardens, Sonapur – 782402 | Azara, Guwahati – 781017, ASSAM

### JOINING REPORT

This is to certify that I have assumed the responsibilities assigned to me in Assam Don Bosco University as per the particulars furnished below:

1. Name in full (in capitals) : DR. SUMAN MAHANTA BORDOLOI
2. Designation : Programme Coordinator, MBA
3. Department : Management (CDOE)
4. Appointment Letter Ref. No. : F19/ZG/24-002, dated: 7<sup>th</sup> May, 2024
5. Time and Date : forenoon/afternoon : Forenoon, 07-05-2024

(Signature)

#### Copy to :

1. Dr. / Shri / Smt. : .....
2. Accounts Officer
3. Administrative Officer
4. Personal File

(Counter signed)

Registrar/Director of School/Administrative Officer

Registrar  
Assam Don Bosco University  
Tapesia Gardens, Sonapur  
Assam-782402, INDIA.

No. 124909

# DIBRUGARH UNIVERSITY



*This is to certify that  
Suman Mahanta  
of the Centre for Management Studies has fulfilled the requirements for the  
Degree of Doctor of Philosophy in Business Administration in the year 2015.*

*The Degree of Doctor of Philosophy is hereby conferred on him/her.*

*Issued under the Seat of the University  
in the Republic of India.*

Dibrugarh, Assam,  
The 10 JUL 2017

*A. L. Sengupta*  
Vice-Chancellor

*Archit*  
08/12/22