



ASSAM DON BOSCO UNIVERSITY

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

Ref. No. F19/ZG/24-0013, dated: 7th May, 2024

Appointment Letter

The Vice Chancellor of Assam Don Bosco University is pleased to hereby appoint Dr. Sarat Kumar Chettri, Assistant Professor, as Course Mentor for MCA, Centre for Distance and Online Education (CDOE) with effect from 7th May 2024.

The role of Course Mentor includes assisting the Programme/Course Coordinator in providing academic support to learners and also in managing virtual teacher-learner interaction groups.

This Appointment is in addition to Appointment Letter F1/JS/12-14, dated: 8th October 2012 and further to Appointment Letter F023A/JJ/23-0260 dated 07 February 2024.

Dr. (Fr.) Zacharias George
Registrar

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



ASSAM DON BOSCO UNIVERSITY

Azara, Guwahati - 781017, Assam, INDIA

Ms. Juhi Sen

Director, HR

F1/JS/12-14

Date : 8th October 2012

APPOINTMENT LETTER

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

Name : Mr. Sarat Kumar Chettri
Designation : Assistant Professor
Department : Computer Science and Information Technology
Unit : Don Bosco College of Engineering and Technology
With effect from : 8.10.2012

The details of the salary structure of Mr. Sarat Kumar Chettri are given below.

a) Salary Range	: 21600 - 34000
b) Point at which placed	: 21600
c) Number of Advance Increments	: 2
d) Basic Pay ((b)+(c)*3% of (b))	: 22896
e) University Allowance (68.5% of (d))	: 15684
f) House Rent Allowance (10% of (d))	: 2290
g) Total Emoluments	: 40870

1. This appointment is subject to approval by the Governing Body Assam Don Bosco University.
2. Your service will be governed by the norms laid down in the "Employees 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. 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.
7. Vacation period cannot form part of the notice period. No salary will be paid for leave taken during the notice period.
8. You are expected to register yourself for the Teacher Induction Programme at <http://donboscoway.dbit.in/moodle/> and complete the Diploma programme within a period of three months and submit a copy of the certificate of completion to the Registrar's Office.

Juhi Sen

Sarat Kumar Chettri



ASSAM DON BOSCO UNIVERSITY

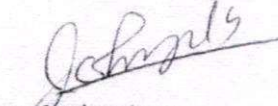
Tapesia Gardens, Sonapur – 782402 | Azara, Guwahati – 781017, ASSAM
contact@dbuniversity.ac.in / www.dbuniversity.ac.in

Ref. No. F023A/JJ/23-0260 dated 07 February 2024

Appointment Letter

The Vice Chancellor of Assam Don Bosco University is pleased to hereby appoint Dr. Sarat Chettri, Assistant Professor, as Course Mentor for MCA, Centre of 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 Department of Online Education.


Prof. Johny Jose

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





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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. SARAT KUMAR CHETTRI
2. Designation : Course Mentor, MCA
3. Department : Computer Applications (CDOE)
4. Appointment Letter Ref. No. : F19/ZG/24-013, dated: 7th 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.