



ASSAM DON BOSCO UNIVERSITY

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

Ref. No. F19/ZG/24-009, dated: 7th May, 2024

Appointment Letter

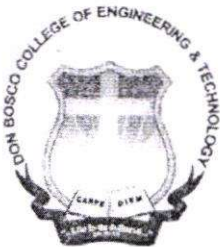
The Vice Chancellor of Assam Don Bosco University is pleased to hereby appoint Dr. Sonia Sarmah, Assistant Professor, as Course Mentor for MCA, Centre for Distance and Online Education (CDOE) with effect from 7th May 2024.

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 DBC/SM/56/10-71 dated 2nd August, 2010 and further to Appointment Letter F023A/JJ/23-0175 dated 07 February 2024.

Dr. (Fr.) Zacharias George
Registrar

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



**DON BOSCO COLLEGE
of Engineering and Technology**

Airport Road, Azara

Guwahati, Assam

INDIA 781 017

Phones (91-361) 2842148 / 2841949

Ref. No. DBC/SM/56/10-71, Dated ^{2nd August} ~~23 February~~, 2010

APPOINTMENT LETTER

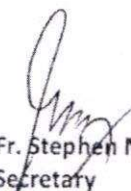
On the recommendation of the Selection Committee, the Governing Body of Don Bosco Society, Azara, is pleased to appoint:

Name : **Sonia Sarmah**
Designation : Assistant Professor
Department : Computer Science
With effect from : 15.7.2010

The details of the salary structure of Sonia Sarmah is given below.

a) Salary Range	:	21600-34000
b) Point at which placed	:	21600
c) Number of Advance Increments	:	0
d) Basic Pay ((b)+(c)*3% of (b))	:	21600
e) University Allowance (35% of (d))	:	0
f) House Rent Allowance (10% of (d))	:	0
g) Total Emoluments	:	21600

1. You would be expected to serve the institution at least till the end of the current academic year.
2. 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.
3. An employee on probation may resign from service by giving one month's notice or notice pay in lieu thereof.
4. 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.
5. Vacation period cannot form part of the notice period. No salary will be paid for leave taken during the notice period.


Fr. Stephen Mavely SDB,
Secretary

Secretary
Don Bosco Society, Azara
Airport Road
Guwahati, Assam
INDIA 781017



ASSAM DON BOSCO UNIVERSITY

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

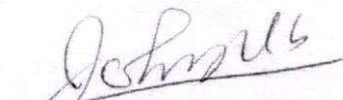
Ref. No. F023A/JJ/23-0175 dated 07 February 2024

Appointment Letter

The Vice Chancellor of Assam Don Bosco University is pleased to hereby appoint Dr. Sonia Sarmah, Assistant Professor, as Course Coordinator 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 Distance and Online Education.

This Appointment is in addition to Appointment Letter DBC/SM/56/10-71 dated 2nd August, 2010.


Prof. Johnny Jose
Registrar

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. SONIA SARMAH
2. Designation : Course Mentor, MCA
3. Department : Computer Applications (CDOE)
4. Appointment Letter Ref. No. : F19/ZG/24-009, 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.