



ASSAM DON BOSCO UNIVERSITY

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

Ref. No. F19/ZG/24-0010, dated: 7th May, 2024

Appointment Letter

The Vice Chancellor of Assam Don Bosco University is pleased to hereby appoint Dr. Syed Sazzad Ahmed, 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/HR/C-A-15-21 dated 16th February, 2015 and further to Appointment Letter F023A/JJ/23-0180 dated 07 February 2024.

Dr. (Fr.) Zacharias George
Registrar

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



ASSAM DON BOSCO UNIVERSITY

Airport Road, Azara, Guwahati - 781017, ASSAM

Phone +91 361 2139291/92; Fax +91 361 2841949; e-mail contact@dbuniversity.ac.in; www.dbuniversity.ac.in

Ref. No.F1/HR/15-21, Dated 16th February, 2015

APPOINTMENT LETTER

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

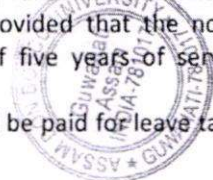
Name : Syed Sazzad Ahmed
Designation : Assistant Professor
Department : Computer Science & Engineering and Information Technology
Unit : School of Technology
With effect from : 16.02.2015

The details of the salary structure of Syed Sazzad Ahmed are given below.

- | | | |
|---------------------------------------|---|-----------------|
| a) Salary Range | : | 21,600 – 34,000 |
| b) Point at which placed | : | 21,600 |
| c) Number of Advance Increments | : | 2 |
| d) Basic Pay ((b)+(c)*3% of (b)) | : | 22,896 |
| e) University Allowance (108% of (d)) | : | 24,728 |
| f) House Rent Allowance (10% of (d)) | : | 2290 |
| g) Total Emoluments | : | 49,914 |

1. This appointment is subject to approval by the Governing Body Assam of Don Bosco University.
2. Your service will be governed by the University 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. 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 five 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.

Syed Sazzad Ahmed
16/02/2015





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10. 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 Office of the Human Resources Director.
11. You are required to submit the authenticated photocopy of your pan card and salary statement of your previous employer from 1st April, 2014 up to the last salary drawn by you.

Juhi Baruah
Juhi Baruah
Human Resources Director



Sd/-med
16/02/2015



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Ref. No. F023A/JJ/23-0180 dated 07 February 2024

Appointment Letter

The Vice Chancellor of Assam Don Bosco University is pleased to hereby appoint Dr. Syed Sazzad Ahmed, Assistant Professor, as Academic Staff 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 F1/HR/C-A/15-21 dated 16th February, 2015.


Prof. Johnny Jose

Registrar

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





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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. SYED SAZZAD AHMED
2. Designation : Course Mentor, MCA
3. Department : Computer Applications (CDOE)
4. Appointment Letter Ref. No. : F19/ZG/24-0010, 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.