



SHRI VENKATESHWARA UNIVERSITY

(A University u/s 2(f) of UGC with the right to award degree u/s 22(1) of the UGC Act 1956 and established by U.P. Govt. Act No.26 of 2010)

Dated: 4/22/2021

LETTER OF APPOINTMENT

To,

DR. JAYAN C

NOVA ACADEMY OF RURAL EDUCATION RESEARCH

No.006/33, Opp. Govt. Middle School, Horasolai, Nihung Post, Kotagiri, The Nilgiris, Pin-643217

Subject: Appointment as admission counsellor, Shri Venkateshwara University, Gajraula, U.P. on contract basis.

Sir

In reference to your application for appointment as admission counsellor, we are happy to inform that the competent authority on the basis of recommendation of the selection committee has been pleased to approve your appointment as "admission counsellor" on contract basis. Your appointment will be governed strictly by the following terms and conditions:-

1. Your appointment as admission counsellor is on contract basis for one Academic session starting from July 2020. The contract period of appointment can vary/extended by the University as may be deemed necessary.
2. Your appointment as admission counsellor will be governed by the norms (conditions/ instructions / guidelines / notification / statutes / ordinances framed, notified and issued by University from time to time) of the University and may be terminated by giving one month notice. In the event of breach of terms and conditions of appointment and violation of any norms of the University, the appointment may be terminated without giving any notice.
3. You will be given the incentive as may be decided by the University during the period of subsistence of your contractual appointment.
4. Your area of responsibility for providing guidance, assistance and counselling to prospective students will be, as decided by the University from time to time.
5. As admission counsellor, you will guide and assist the prospective students seeking admission in the University in various open and distance learning programmes. While guiding and assisting the students, you will provide complete information regarding the University and also various ODL courses/programmes in which a student may be interested/desirous of seeking admission.


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6. You will provide all necessary support and guidance to students in the process of their admission in various ODL programme in the University and assist them in completion of various formalities / procedure of admission.
7. You will strictly follow and abide by all necessary instructions / directions and norms of the University as may be issued from time to time in relation to your duties and functional requirements.
8. While working as admission counsellor, you will keep the University fully indemnified for any or all liability which may arise out of any inaction, wrong action, deficient action, illegality which may arise on your part.
9. You will also actively assist the University in dissemination of information and promotion of various ODL programmes / courses of the University, with the prior approval of the competent authority of the University.
10. While working as admission counsellor, you will not use any material or confidential information of the University without due prior approval of the competent authority of the University in writing. You will not disclose any information / data provided to you by the University to any other institution whether orally, in writing or in any other manner as may be possible.
11. The University reserves its right to terminate the appointment without assigning any reason and by giving notice of fifteen days in writing. However, if it's come to the knowledge of the University that you are working against the interest of the University or you are acting in any manner which may cause or causing damage to the reputation / interest of the university, then in such an event, your appointment shall stand terminated automatically forthwith and all liabilities arising therefrom, shall rest on you.
12. In case of any dispute, the area of jurisdiction will be Distt: Amroha (U.P).

We hope that while functioning as admission counsellor, the students desirous of admission in various ODL programmes / courses of the University will get satisfactory assistance and counselling which may help hte students in their pursuit.

You are requested to submit your acceptance within a period of one week to the University.

For Shri Venkateshwara University

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"Incentive"

The University offers programme as per table given below along with the incentive:

Sl.No	Name of the Program	Course Duration	Incentive
1.	B.Com	3 Years	45% of the tuition fees
2.	B.B.A	3 Years	
3.	B.A	3 Years	
4.	M.Com	2 Years	
5.	M.A (History)	2 Years	
6.	M.B.A	2 Years	

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Note: