

# Moodlakatte Institute of Technology

(A Unit of Moodlakatte Nagarathna Bhujanga Shetty Trust (R.))

(Approved by AICTE, New Delhi & Affiliated to V.T.U., Belagavi)

Moodlakatte - 576 217, Kundapura Taluk, Udupi District, Karnataka



Ref.No.: MIT/OFF/22-23/1003

Date: 18/01/2023

To,

Dr. Abdul Kareem  
S/o P B Suhara, Valiya  
Valappil House, Thotty,  
Pallikkara, Kasargod,  
Bekal Fort, Kerala - 671 316.

## OFFICE OF THE CHAIRMAN

Dear Dr. Abdul Kareem,

### Appointment Order

Moodlakatte Institute of Technology, Moodlakatte, Kundapura Taluk, Udupi District - 576217 is pleased to appoint you as **Principal**, effective from 18-01-2023.

### Terms and Conditions:

1. You will be paid a monthly salary of Rs. 1,40,000/-
2. You will be on probation for one year from the date of appointment.
3. Your increments, promotions etc. will depend purely on your performance, efficiency, regular attendance, sense of discipline, loyalty, good behavior and upholding of MITK values.
4. You will be under the administrative control of the Board of Trustees, Management and Director.
5. You will be bound by the service rules and regulations enforced by the Institution from time to time, in relation to conduct, discipline, leaves, and holidays or any other matter in relation to service conditions.
6. When you decide to resign from your post, you are required to submit your written resignation letter to the Management and serve one month's notice.
7. You will not be permitted to resign in between the Semesters.
8. If the Management decides to terminate your service, they may do so by giving you one month's notice or one month's salary in lieu thereof.

Principal

Moodlakatte Institute of Technology  
Moodlakatte, Kundapura - 576217  
Udupi Dist. Karnataka  
www.mitkondapura.com



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A WIDE  
HORIZON OF  
OPPORTUNITIES

9. Upon resignation/termination, you shall return all property of the Institute, including digital and intellectual property.
10. Your employment with the Institute will cease in the manner as set out in the Service Rules Book, which may be amended from time to time.
11. You will not have any authority to make any decision having financial implication for the Institution, without the prior written permission/approval of the Chairman.
12. All your leave applications or intimations must be made directly to the Chairman.
13. Under any circumstances, you shall not make any public statements or press releases about the Institute, without the written authorization from the Management.
14. During your employment, you shall not undertake any activity which creates or could create an actual or perceived conflict of interest with your employment or which in any way compromises your loyalty to the Institute.
15. Your appointment is subject to background checks by the Institute at any time during your service with the Institute. If the background checks reveal any inconsistency in the fulfillment of the standards set out for the post, this appointment may be rescinded or subjected to immediate termination.
16. This employment is offered to you on the basis of the particulars submitted by you in your application for employment. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed, this appointment will be considered ineffective and irregular and would be liable to be terminated by the Management forthwith without notice. This will be without prejudice to the right of the Management to take disciplinary or legal action against you for the same.
17. Your job responsibilities as Principal include:
  - i. Providing leadership, direction, guidance and coordination in the administration of the Institution.
  - ii. Over-viewing administrative work.
  - iii. Ensuring institutional planning.
  - iv. Designing and upgrading the approaches and practices of the Institution in tune with the trends in the education field.

Principal



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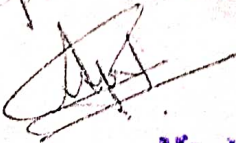
Moodlakatte - 576 217, Kundapura Taluk, Udupi District, Karnataka

A WIDE  
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OPPORTUNITIES

- v. Enabling the Institution to adapt to the changing scenario in the field of technical education.
- vi. Implementing the policies and protocols of the Institute and monitoring the outcomes.
- vii. Creating a healthy academic ambience in the institution.
- viii. Ensuring discipline in the campus.
- ix. Handling emergencies and any kind of crisis.
- x. Organizing faculty development and student empowerment programmes.
- xi. Counseling and guiding faculty on student mentoring.
- xii. Setting performance objectives for both the faculty and students.
- xiii. Engaging the teaching and non-teaching staff to achieve institutional goals.
- xiv. Endeavoring to provide a safe and clean environment for the students.
- xv. Inculcating the institutional values and implanting best practices in the institution.
- xvi. Any other responsibility for the advancement of the institution to the next level.

We extend a warm welcome and our complete support to you in your new role and wish you a successful and rewarding career with this Institution. We look forward to a long, mutually beneficial and fruitful relationship.

Kindly acknowledge and sign the duplicate copy of this letter as a token of acceptance of your Appointment Order.

Accepted  


  
Principal

  
Chairman

Moodlakatte Institute of Technology  
Moodlakatte, Kundapura - 576217  
Udupi Dist, Karnataka

Copy to: Personal File/ Office File  
Moodlakatte Institute of Technology  
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Udupi Dist, Karnataka