

A-42/07/2024-25

Dt: 03.07.2024

To

Shri Sivakumar Vijayan,
18/35, Solaiamman Koil Street,
Purasaiwalkkam,
Chennai – 600 007.
Email :SIVAKUMARVIJAYAN@GMAIL.COM

Sir,

Sub: Appointment as Guest faculty – Sub:Photography and
Computer Graphics in Visual Arts Department, RDCFA - reg.

Based on the recommendations of the Selection Committee meeting which was held on 24.6.2024, you are hereby appointed as Guest Faculty for the “subject : Photography and Computer Graphics “ on contract basis in Visual Arts Department, Rukmini Devi College of Fine Arts, Kalakshetra Foundation for a period from the date of assumption of duty till 30th April 2025 on the following terms and conditions: -

2. TERMS AND CONDITIONS:

- You will be paid Rs.25,000 (Rupees twenty five thousand only) per month consolidated (inclusive of taxes).
- You have to cover the syllabus prescribed for the Diploma course – Visual Arts – Photography and Computer Graphics and have to undertake processes related to semester exams. You have to take classes for 6-8 hours/week as per the time table prescribed by RDCFA.
- The guest faculty will observe the office timings, holidays of RDCFA.
- During the period of contract, you shall not indulge in any activity which could be in conflict with the interests of Kalakshetra Foundation.
- Initially the appointment will be for a period mentioned above. You may be engaged for the next academic year also keeping in view the performance. It may be noted that the engagement of Contractual staff will be of a temporary nature and the engagement can be cancelled at any time by Kalakshetra Foundation, by giving a month's notice, without assigning any reason.
- In case of absence due to unavoidable circumstances, it should be compensated by taking classes on an alternative day.

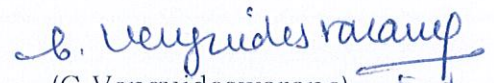
Founder : Smt. Rukmini Devi Arundale
Chairman : Sri. S. Ramadorai
(Former CEO & MD, Tata Consultancy Services)
Director : Sri. Suresh Kumar Chikkala, I.O.E.S

Kalakshetra Foundation, Thiruvannmiyur,
Chennai 600 041
Phone : +91-(044)-24520836 / 4057 / 1844
e-mail : dd@kalakshetra.in

- g) You will have to undertake not to disclose, divulge or make public, except under legal obligations, any information that you may acquire in course of your work without the written consent of Kalakshetra Foundation.
- h) You shall act and function with professionalism, utmost care, skill, honesty, good faith and integrity as well as high moral and ethical standards. You shall also compensate any losses sustained by Kalakshetra Foundation on account of your actions/inactions.
- i) You shall abide by the rules and provisions of Kalakshetra Foundation and maintain discipline and absolute integrity in your conduct during the period of your engagement in KF.
- j) You shall be bound to hand over all the records if any handled by you to the designated person of KF before the expiry of the contract period and before final payment is released by KF.
- k) Your services shall be terminated, at any point of time, if
 - a. the services rendered by you are not satisfactory, or
 - b. any declaration or information furnished by you proves to be false or having been willfully suppressed, or
 - c. there is any breach of any of the terms and conditions of contractual engagement or
 - d. you are found to be involved in any act of indiscipline or misconduct or you are found to be involved in any act that proves unbecoming of you; or there is inadequacy of funds from which remuneration is paid;
 - e. Notwithstanding what is provided above, the services of a contract staff may be terminated by either side by giving a month's notice or a month's salary in lieu of the notice period. If the notice is for a period less than a month, salary in lieu of the notice period will be paid to the extent the notice falls short of a month. The decision of Kalakshetra Foundation in this regard shall be final and binding on the contractual staff.
- l) Since the appointment is purely on contract basis, this will not be conferring any right or claim on any future vacancy/appointment and liable for termination at any time without assigning any reason there for.
- m) In case you desire to relinquish the appointment during the period of contract, a notice in writing should be given one-month in advance otherwise one-month salary is liable to be payable by you.

- n) You are required to sign attendance register maintained at RDCFA
- o) The reporting authority will be the HoD, Visual Arts Department RDCFA, Kalakshetra Foundation. All the scope of work as mentioned above will be under the supervision and direction of the Principal, RDCFA
- p) Any other work will be assigned from time to time by Principal, RDCFA and Director, KF.

Yours faithfully,


(G.Venguideswarane)
Principal I/c
RDCFA

Cc: DD/CAO/AO, KF/HoD, VA/Registrar, RDCFA
Accounts / EDP/ Admin Sections, KF
Personal file.