

Urgent



ADMINISTRATION
(School of Distance Education)

No. 97533/SDE-C-SO/2017/Admn (III)

Calicut University.P.O,

Dated, 03.06.2021

MEMO

- Sub:- School of Distance Education - Appointment of Assistant Professor on contract basis - reg.
- Ref:- 1.Notification No.97533/SDE-C-SO/2017/Admn (I) dated 23.10.2020.
2.Rank list approved by the Vice Chancellor

With reference to the above, **Sri.Shihabudheen.T.P** is, hereby, informed that you have been selected for appointment as Assistant Professor on contract basis in **History** programme in the School of Distance Education of this University, for a period of one year on a consolidated payment of Rs.35,000/- (Rupees Thirty five thousand only) per month.

Hence, You are directed to report for duty before the Director, School of Distance Education within 15 days from the date of receipt of this memo with all documents in original to prove the qualifications and Academic record claimed by the time of interview and to produce a fitness certificate issued by a Government doctor not below the rank of a civil surgeon. If any of the claims is found to be incorrect during the physical verification of certificates, the appointment is liable to be cancelled. Extension of time to report for duty will not be allowed. You are also directed to execute a bond in stamp paper worth Rs.200/- in the prescribed format at the time of joining duty. No TA/DA will be paid for the journey to join duty.

The following are the duties and responsibilities assigned to the Assistant Professor on contract basis in the the School of Distance Education:

- 1) Function as the Programme Coordinator for the respective Programmes in general.
- 2) Supervision of all the academic activities related to the conduct of the concerned Programme of School of Distance Education.
- 3) Engaging contact classes for SDE students.
- 4) Co -ordinating contact classes and distribution of study materials.
- 5) Preparation of study materials.
- 6) Organizing seminars and workshops.
- 7) Any other academic or administrative duties assigned by the Director, SDE/ University authorities from time to time.

Vijayan C.K
Deputy Registrar

To

Shihabudheen.T.P,
Thaliyil Puthenpurakkal (house), Kacheriparambu(PO)
Alanallur (via) Palakkad (Dt)
Pin-678601

Forwarded / By Order

Section Officer