



Date: July 28, 2023
Ref: SXUK|VCO|A&SS|Appt|006|2023

To,
Ms. Saranya Banerjee
147, Lake Town,
Block-B, Flat No. 2A,
Kolkata - 700 089

Sub: Appointment letter

Dear Ms. Saranya Banerjee,

On recommendation of the Selection Committee at its meeting held on July 26, 2023, I am pleased to appoint you as Contractual Full-time Faculty Member in Psychology under the Faculty of Arts and Social Studies at St. Xavier's University, Kolkata with effect from August 1, 2023 till December 31, 2023. You will receive a consolidated salary of Rs. 55,000/- per month during this period.

You will be required to take at least 16 hour of classes per week. In addition, you will be required to be engaged in the examination process of the University and to take part in co-curricular and extra-curricular activities of the University, as and when required. For any matter relating to discipline, you are to report to the Dean of your Faculty and Heads of the Department.

You are to open a Savings Bank Account with either Canara Bank, St. Xavier's University Rajarhat Campus Branch or ICICI Bank, Karigari Bhawan Branch for the payment of your salary.

The terms and conditions of your service will be as follows:

1. After joining, you will be governed by the service rules and regulations including conduct and administrative orders of the University in existence and as framed and/or amended from time to time.
2. Your salary/emoluments are subject to statutory deductions, as applicable.
3. Your service may be terminated by giving one month's notice in writing by either side or on payment of one month's salary in lieu thereof. However, in case you initiate termination of services during the period, while a particular semester is in progress, it shall be the discretion of the management to relieve you from the services of the University during that time.
4. During the period of your employment with St. Xavier's University, Kolkata, you will not take up any other employment or assignment, honorary or for any consideration, without prior written permission of the competent authority of the University.
5. This appointment is on the basis of details of qualifications, experience, degrees, certificates, diplomas and other relevant data given in your application/resume and/or provided by you to the University at the time of your interview or at the time of joining.



6. If at any time in future, it transpires that any declarations given by you or any information furnished by you is false or it is found that you have suppressed any fact or material information, the competent authority would take such action as it deems fit at its sole discretion including termination of your services.
7. You may be required to work or you may be transferred to any other Faculty/School/Department of the University, if required.
8. You may be given any other work related to academics which will be assigned by the undersigned.

On behalf of the University, I welcome you to St. Xavier's family with the belief that you will give your best and uphold the values of our institution.

With best wishes,

Rev. Dr. J. Felix Raj, S.J.
Vice-Chancellor

Vice-Chancellor
St. Xavier's University
Action Area IIIB, New Town
Kolkata-700160

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I accept this appointment letter with all its terms and conditions as indicated above.

Saranya Banerjee
(Full signature)

Date: 01.08.2023

Copy forwarded for information and necessary action to:

1. The Registrar, St. Xavier's University, Kolkata
2. The Finance Officer, St. Xavier's University, Kolkata
3. The Dean, Faculty of Arts and Social Studies, St. Xavier's University, Kolkata



UNIVERSITY OF CALCUTTA
FACULTY COUNCILS FOR P.G. STUDIES IN SCIENCE, TECHNOLOGY & ENGG.,
AGRICULTURE & VET. Sc.
92, A.P.C. ROAD, KOLKATA - 700 009

Phone no: 033 - 2350 - 8386/1397
Fax : 033-2351-9755
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aray@caluniv.ac.in
Website : www.caluniv.ac.in

From
Dr. Amit Ray
Secretary
Faculty Councils for P.G. Studies in Science,
Tech. & Engg. , Ag. & Vet. Sc.

Ref. No. 920 /

Dated: 13-12-2023

To
Saranya Banerjee
147 Lake Town, Block B
Kolkata- 700089
Email ID- Saranyabanerjee92@gmail.com
Contract no. -9874734334

Dear Madam,

I am to inform you that the honorable Vice Chancellor, C.U has been pleased to order to appoint you as Assistant Professor (Contractual Faculty- in Clinical Psychology Course) at Clinical Psychology centre, University of Calcutta with an emolument of **Rs. 45,000/-** per month (Rupees Forty Five thousand only per month) (consolidated). The appointment is temporary and only for one year (at present) from the date of your joining to the said assignment, It may please be noted that this appointment under unreserve category.

Your job responsibility will be decided by the Course Coordinator, Clinical Psychology Course. You have to take both theoretical and practical classes and other academic activities as assigned time to time. You have to abide by the rules of the University in existence and as framed or amended time to time in future.

The monthly pay will be released subject to the availability of funds from the M.Phil in Clinical Psychology (self financing) course.

The appointment may be terminated with one month notice from either side of the person concerned or the University. Resignation / Termination will get effect only after approval of the Vice-chancellor, C.U.

You are requested to equip this office with five sets of joining report along with copy of this letter and copy of release order from previous employer (if any) through the Course Coordinator, M.Phil in Clinical Psychology Course, immediately but not later than 30 days from the issue of this letter failing which it will be presumed that you are not interested to join and this offer shall be deemed as withdrawn.

Please acknowledge receipt of this letter.

Yours faithfully


SECRETARY
UCSTA, C.U.

13/12/23



UNIVERSITY OF CALCUTTA
Faculty Councils for Post-Graduate Studies in Science, Technology & Engineering
Agriculture & Veterinary Science
92, A.P.C. ROAD, KOLKATA-700009

From
Dr. Amit Ray
Secretary
Faculty Councils for P.G. Studies in Science,
Tech. & Engg. , Ag. & Vet. Sc.

Phone no: 033-2350-8386/1397

Fax : 033-2351-9755

E-mail: amitrayscu@yahoo.com
aray@caluniv.ac.in

Website : www.caluniv.ac.in

Ref. 1016/

Date: 05-12-2024

To
Ms. Saranya Banerjee
Assistant Professor (contractual)
M.Phil in Clinical Psychology Course
Clinical Psychology Centre, C.U.

Madam,

In connection with approval of the hon'ble Vice-Chancellor, C.U. dated 30-10-2024 on the recommendation of the Coordinator, Clinical Psychology Centre, C.U. dated 29-10-2024 I am to inform you that the tenure of your appointment contract in the said assignment is renewed one year more w.e.f 03-01-2025 as per existing terms and conditions with one day break in between two successive tenure.

You are requested to equip this office with five (05) sets of acceptance report along with copy of this letter through the coordinator of the Clinical Psychology Centre, University of Calcutta for relevant actions.

Thanking you,

Yours faithfully,

SECRETARY
UCSTA, C.U.