

Letter Ref No: CoES/VF/Odd/2017-18-45 Revised

Dated: November 30, 2017

To,  
Ms. Ipsita DasGupta,

Dear Madam,

As you are aware, **University of Petroleum & Energy Studies (UPES)**, is Asia's first and only Energy & core Sector University which offers more than 80 Under Graduate & Post Graduate and Doctoral Program through its 5 Schools – School of Engineering; School of Law, School of Design, School of Business & School of Computer Science and Engineering.

We are grateful to you for having agreed to teach the “**Elements of Design**” after mid-sem “**SDCS 1002**” course as visiting faculty and share your expertise to our students of Programme(s)–

**1. B.Des. Foundation Semester- I**

You will be coordinating with **Mr. Debashis Majumder** (Email- [dmajumder@ddn.upes.ac.in](mailto:dmajumder@ddn.upes.ac.in)) for fixing up your class, dates and timings.

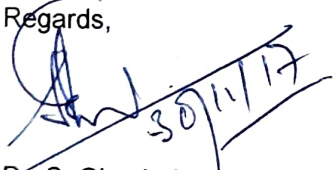
As per norms in vogue, kindly note that UPES will pay you a total honorarium of **INR 60,000/- (Rs. Sixty Thousand only)** during the period 1<sup>st</sup> Aug 2017 to 31<sup>st</sup> Dec 2017 (@Rs.5000 per day for 12 days). This will be inclusive all, i.e. Teaching and Evaluation in terms of internal Assessment and End Term evaluation. You have to take classes as per credit requirement prescribed by UPES and maintain an attendance register for the entire class room sessions. You would be required to set the question papers, provide model answers and evaluate answer scripts (if applicable).

UPES will also take care of your “drop” as pick - up is not required by you from your home (in Dehradun) including lunch at MDC.

You are requested to provide us your PAN number to facilitate us in processing the honorarium which will be paid after the successful completion of the assignment in full in all respects.

Thanking you once again for your co-operation. Looking forward for having a very fruitful association with you.

Regards,

  
Dr. S. Ghoshal  
Director  
School of Design