

# SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

Unaided- Private, Linguistic Minority (Sindhi) Institute  
Approved by A.I.C.T.E. Certified under ISO 9001:2015

Dr. B. H. Nanwani Affiliated to Savitribai Phule Pune University, NAAC Accredited with "B+" Grade  
Director Institute Codes: SPPU: IMMP016030, D.T.E.: 6614, AISHE: C-44578, AICTE: 1-21641511

Ref. No.: SVIMS/2021/1046

20/08/2021

## APPOINTMENT ORDER

Ms. Sonali Joshi  
B2025, Sobha Carnations,  
Next to Mansukhbhai Kothari National School,  
Kondhwa Budruk, Pune - 411048

### **Sub.: Order of Appointment to the post of full time 'Assistant Professor'**

With reference to your application followed by the interview you had with us, we are pleased to appoint you as full time 'Assistant Professor' in Sadhu Vaswani Institute of Management Studies For Girls, w.e.f. 20<sup>th</sup> August 2021, on the following terms and conditions:

1. **NATURE OF APPOINTMENT:**

- 1.1 You have been appointed on Basic Salary of Rs. 57,700/- per month applicable to Level 10 (Cell 1) of 7<sup>th</sup> Central Pay Commission.
- 1.2 You are appointed on full time regular basis. You will be on probation for a period of One year.

2. **LEAVE RULES:** You will be entitled to leave as per Institute rules.

3. **CONSULTANCY SERVICES/PRACTICE:** You are expected to undertake Management Development Programs and Consultancy Services/Practices. These will form part of your KRAs. The services can be undertaken only under the Institutional name.

4. **JOB PROFILE:** Your job profile will be decided by the "Director-SVIMS" from time to time and the same will be communicated to you.

5. **CONDUCT AND DISCIPLINE:** You are bound by the rules of Conduct and Discipline as applicable and shall follow the rules related to duties laid down.

6. **OTHER CONDITIONS:**

- 6.1 Your appointment is subject to approval by AICTE, DTE, and Savitribai Phule Pune University. You are bound by the norms and conditions laid down by AICTE, Rules of DTE, Rules of Savitribai Phule Pune University and the policies and rules formed by SVIMS from time to time.
- 6.2 Your appointment and continuation of services is subject to availability of work load and completion/ fulfillment of Key Result Areas set out by the Institute. Non fulfilment of KRAs will attract deductions in salaries as laid out by the Institute.
- 6.3 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.
- 6.4 If you wish to resign from your service, you will be required to serve three months working period notice or pay gross monthly salary in lieu of notice period. In essence notice period cannot include non - teaching months from 15<sup>th</sup> November to 31<sup>st</sup> December and 15<sup>th</sup> April



till 15<sup>th</sup> July. During the notice period you are not entitled to any leave. Resignation letters will only be accepted in writing [not on emails] handed over personally to the Director.

- 6.5 If the Institute wishes to terminate your services you will be given a three months' notice period. Unsatisfactory services, breach of code of conduct however shall render you liable, at the sole discretion of Management, to summary dismissal without any notice or payment in lieu of notice.
- 6.6 During the period of your service you shall not directly or indirectly do such things, which are subversive to the interest of the Trust / Institute/ Students. SVIMS reserves the right to terminate your employment without notice on grounds of breach of policy or misconduct.
- 7 If you are found absent continuously for more than three days without prior permission, your services will stand terminated automatically.
- 8 You are not allowed to wear any sleeveless attire or clothes above knee length. Jeans are also not allowed in the premises of the institute and the Sadhu Vaswani Mission.
- 9 Tee shirts and Jeans are not allowed in the premises of the institute and the Sadhu Vaswani Mission.
- 10 You are also advised against bringing on premises or consuming therein non - vegetarian food including eggs or preparations thereof. A failure to comply with these requests can lead to strict disciplinary action and / or termination of services.
- 11 You are expected to participate actively in all the activities of the Institute and the Sadhu Vaswani Mission.
- 12 The institute follows zero tolerance policy towards sexual harassment. You are required to strictly comply with set norms and submit the necessary undertaking towards observance of policy and practices laid down by SVIMS in this regard.
- 13 You will be required to maintain utmost secrecy in respect of Institute's documents, commercial offer, Institute's policies and Institute's Human assets profile. The Institute at its discretion can check your work related documents, emails, writings etc.
- 14 You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Institute having dealing with the Institute and if you are offered any, you should immediately report the same to the Management.
- 15 You shall submit original mark sheets for verification and certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, degree certificate, discharge/relieving certificate, last pay certificate, caste validity certificate, change of name certificate (if any), etc., as the case may be, before joining the duties. The same shall be returned to you at the end of service. Your salary will be processed and paid only after you submit all your original documents.
- 16 This Offer of Appointment Order is being sent to you in duplicate. Kindly sign and return one copy in token of your acceptance of the above terms and conditions. You have to communicate your acceptance within seven days from the date of receipt of this Offer of Appointment, failing which appointment is liable to be cancelled.
- 17 You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Institute. It will be presumed that any letter sent by the Registered Post Acknowledgement Due (RPAD) on the address given by you, shall be deemed to have been acknowledge and duly signed by you.

*B. Nanwani*

**DR. B. H. NANWANI**

DIRECTOR, Koregaon Rd., Pune - 411001. Ph. 020-26054491 Fax: 020-26054481

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS  
6, KOREGAON ROAD, PUNE-411001  
Website: [www.svims-pune.edu.in](http://www.svims-pune.edu.in), Email: [director@svims-pune.edu.in](mailto:director@svims-pune.edu.in)

*Accepted & Received  
Sushil Tosh*





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**Savitribai Phule Pune University**  
(formerly University of Pune)



Telephone Nos. :  
020-25621156  
25621157  
25621161  
25621163

ACADEMIC SECTION  
Ganeshkhind, Pune-411 007,  
INDIA  
Telegraph : 'UNIPUNE'  
Website : [www.unipune.ac.in](http://www.unipune.ac.in)  
Email : [approval@unipune.ac.in](mailto:approval@unipune.ac.in)

Ref.No. CCO/1883

Date:- 15/9/2021


To,

**The Principal/Director ,**  
Sadhu Vaswani Mission  
Sadhu Vaswani Institute of Management  
Studies for Girls  
Addr: 6 Koregaon Road Pune  
Ta: Pune (corporation Area) Dist: Pune -  
411001

**Subject : Approval to the Appointment of Teacher...**

Sir/Madam

With reference to the Selection Committee report of teacher submitted by the college authorities to the Academic Section of the University and your subsequent letter No. **SVIMS/Admin/2021/1050, Dated : 24/08/2021** regarding the proposal for seeking teacher approval, I am directed to inform you that the appointment of following teacher is hereby approved with following particular:-

Sr.No	Name of the teacher	Post	Subject	Date and period of approval
1	Ms. Sonali . Joshi  210800342	Assistant Professor (Full Time - PG)	Master of Business Administration	W.e.f 20.08.2021

The above said approval is issued on the basis of the certificate issued by the college authorities regarding fulfillment of all prescribed eligibility criteria, such as qualifications, experience (if essential), etc. by the candidate before calling them for interview and the recommendations made by the Selection Committee to the University for according approval to the appointment of candidate recommended by it.

If any suggestion / correction in the content of this approval letter, then please notify the same in writing within a period of three months from the date of issuance of this letter to the undersigned. No communication will be entertained thereafter.

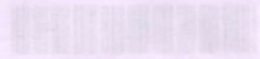
In the event of any information or document submitted by the college authorities being found false or incorrect at any stage, an appropriate action will be initiated against the college authorities and the candidate concerned.

Teacher Approval awarded by the University shall stand cancelled from the date on which the teacher ceases in service of the affiliated college/recognized institute for any reason, except the transfer of services from one college to other under the same society. It is essential to inform the University about transfer of teacher from one college to another under the same society within a period of fifteen days from the date of joining of the services in new college.

It is essential for the appointing authority of the affiliated College/Recognized Institutes to inform the University if the approved teacher resigned/terminated/superannuated from the services of the affiliated College/Recognized Institute.



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Savitribai Phule Pune University  
(Formerly University of Pune)

Yours,

*Sony*  
2/15/21  
for Deputy Registrar  
(Academic Section)

Copy to:-

1. Ms. Sonali . Joshi

2. The Deputy Registrar, Reservation Cell, Savitribai Phule Pune University, Pune-411007

Subject : Approval to the Appointment of Teacher...

With reference to the Selection Committee report of teacher submitted by the college authorities to the Academic Section of the University and your letter dated 27/01/2021, regarding the appointment of the following teacher is hereby approved with following particulars:-

Sr.No	Name of the teacher	Post	Subject	Date and period of approval
1	Ms. Sonali . Joshi	Assistant Professor (Full Time - PG)	Master of Business Administration	W.e. 23.08.2021

The above said approval is issued on the basis of the certificate issued by the college authorities regarding fulfillment of all prescribed eligibility criteria, such as qualifications, experience (if essential), etc. by the candidate before calling them for interview and the recommendations made by the Selection Committee to the University for appointing approval to the appointment of candidate recommended by it.

If any suggestion / correction in the content of this approval letter, then please notify the same in writing within a period of three months from the date of issuance of this letter to the undersigned. No communication will be entertained thereafter.

In the event of any information or document submitted by the college authorities being found false or incorrect at any stage, an appropriate action will be initiated against the college authorities and the candidate concerned.

Teacher approval awarded by the University shall stand cancelled from the date on which the teacher leaves in service of the affiliated college/recognized institute for any reason, except the transfer of services from one college to other under the same society. It is essential to inform the University about transfer of teacher from one college to another under the same society within a period of fifteen days from the date of joining of the services in new college.

It is essential for the appointing authority of the affiliated College/Recognized Institute to inform the University if the approved teacher, assigned/retained/withdrawn from the services of the affiliated College/Recognized Institute.