

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

[Approved by A.I.C.T.E., Affiliated to University of Pune]

Savitribai Phule Pune University Code : IMMP016030 D.T.E. - Institute Code: 6614

Certified by ISO 9001:2008

Dr. B. H. Nanwani
Director

SVIMS/ADMIN/LETTER/2016-17/08

27/07/2016

ORDER OF APPOINTMENT

To,

Ms. Patil Vaishali Rajendra
"Greewoods" Flat no 2, Opp. Bharati Hospital,
Pune Satara Road, Katraj,
Pune-411046

**SUB: ORDER OF APPOINTMENT TO THE POST OF 'FULL TIME 'ASSISTANT PROFESSOR'
FOR SHIFT-II**

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, on the following terms and conditions:

1. NATURE OF APPOINTMENT:

- 1.1 You have been appointed on a pay-in-pay band of Rs. 15,600 - Rs. 39,100, with AGP of Rs. 6000 as per the 6th Pay Commission Scale, w.e.f. 1st Aug. 2016 or from the date you join the institute thereafter.
- 1.2 You are appointed on full time regular basis till you are formally interviewed by the Selection committee.

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

3. CONSULTANCY SERVICES/PRACTICE: You are expected to undertake Management Development Programmes and Consultancy Services/Practices. These will form part of your KRAs. The service 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 University of Pune. You are bound by the norms and conditions laid down by AICTE, Rules of DTE, Rules of University of Pune and the policies and rules formed by the SVIMS from time to time.
- 6.2 Your appointment and continuation of services is subject to availability of work load.
- 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 have to give a three months working period notice. The Management, may, at its sole discretion, agree to reduce the notice period and accept payment in lieu, thereof, or may require you to serve your full notice period. During the notice period you are not entitled to any leave.

6, Koregaon Road, Pune - 411001, Ph: 020-26054471/91 Fax: 020-26054481
Website: www.svims-pune.edu.in Email: management.svims@gmail.com



- 6.5 If the institute wishes to terminate your services you will be given a one month notice period. Your breach of code of conduct 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 You are not allowed to eat or consume any product containing tobacco. Smoking is strictly prohibited in institute premises.
 - 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 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.
 - 12 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.
 - 13 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.
 - 14 You shall submit the original mark sheets 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.
 - 15 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.
 - 16 You are expected to participate actively in all the activities of the Institute and the Sadhu Vaswani Mission.
 - 17 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 your appointment is liable to be cancelled.
 - 18 Your Salary will be processed and paid only after you submit all your original documents to the institute for custody, if you fail to do so your salary will be forfeited.



B. H. Nanwani
Dr. B.H Nanwani
Director
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DIRECTOR

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001



16000312

Savitribai Phule Pune University
(formerly University of Pune)
Ganeshkhind, Pune-411 007.

Ref.No. *CCO/APP. CAMP/2004*Date: *07/11/2016*




To,

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

Subject : Approval to the Appointment of Teachers...

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/UOP/Academic/2016-17/83, Dated : 20/10/2016** regarding the proposal for seeking teacher approval, I am directed to inform you that the appointment of following teachers are hereby approved with following particular:-

Sr.No	Name of the teacher	Post	Subject	Date and period of approval
1	Shri. Abhijit Anil Vhatkar  160800942	Assistant Professor (Full Time - PG)	Master of Business administration (M.B.A.)	W.e.f 01.08.2016
2	Smt. Vaishali Rajendra Patil  160800944	Assistant Professor (Full Time - PG)	Master of Business administration (M.B.A.)	W.e.f 04.08.2016
3	Dr. Joe Cajetan Lopez  160800954	Associate Professor (Full Time - PG)	Master of Business administration (M.B.A.)	W.e.f 01.08.2016

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's before calling them for interview and the recommendations made by the Selection Committee to the University for according approval to the appointment of candidate's 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.

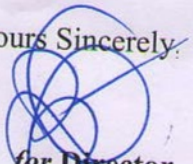
In the event of any information or document submitted by the college authorities being found false or incorrect at any stage, an appropriate action will be initiated against the college



16000312

authorities and the candidate concerned.

Yours Sincerely,


for Director
(B.C.U.D.)

Copy to:-

1. All Concerned Teachers.
2. The Deputy Registrar, Reservation Cell, Savitribai Phule Pune University, Pune-411007