



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 9001:2015

Dr. B. H. Nanwani
Director

SVIMS/ADMIN/2019/603

18.09.2019

APPOINTMENT ORDER

Dr. Abhijeet Jaiprakash Kaiwade
Q- 66.15 Queens Garden,
Camp, Pune-411001

'Sub.: Appointment to the post of full time 'Associate Professor'

With reference to your application followed by the interview you had with us, we are placed to appoint you as full time 'Associate Professor' in Sadhu Vaswani Institute of Management Studies For Girls, w.e.f.18th Sept. 2019, on the following terms and conditions :

1. NATURE OF APPOINTMENT:

1.1 You have been appointed on a Basic pay of Rs.37,400 with AGP of Rs.9,000 as per the 6th Pay Commission Scale per month, w.e.f. today, 18th Sept. 2019.

1.2 You are appointed on full time regular basis. You will be on probation for a period of Two years.

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 You will be required to attend/ complete courses/programmes and other stipulated norms outlined by AICTE, SPPU for fulfilling eligibility criteria of Associate Professor.

6.2 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 the SVIMS from time to time.

6.3 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.

6.4 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, 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 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.
- 6.6 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.
- 6.7 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 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.
- 9 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.
- 10 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.
- 11 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.
- 12 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 Appointment, failing which appointment is liable to be cancelled.
- 13 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. H. Nanwani
DR. B. H. NANWANI
DIRECTOR
SADHU NARAYAN INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001



Received
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