

APPOINTMENT ORDER

Dr. Reshma Pramod Kadam
K-704, Sai Mysique soc. Near Sinhgad College,
Ambegaon Bk., Pune 411046

Sub.: Appointment Order 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 – Senior Grade' in Sadhu Vaswani Institute of Management Studies for Girls, in Master of Computer Applications Programme w.e.f. 01st December 2022 or date you join, on the following terms and conditions:

1. NATURE OF APPOINTMENT:

- 1.1 You have been appointed on Basic Salary of Rs. 63,000/- at Cell No. 4 – Level 10 of Assistant Professor of 7th Central Pay Commission per month.
- 1.2 You are appointed on Adhoc basis and you will be required to appear before the Selection Committee for a Regular appointment, as and when set up.

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

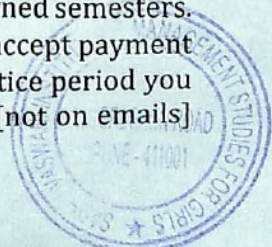
3. CONSULTANCY SERVICES/PRACTICE: You are expected to undertake Management Development Programs and Consultancy Services/Practices. These will form part of your KRAs. The services can be undertaken only under the Institutional name.

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 an Assistant 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 SVIMS from time to time.
- 6.3 Your appointment and continuation of services is subject to availability of workload 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.
- 6.5 If you wish to resign from your service, you will be required to serve three months working period notice and ensure the completion of syllabus of subjects allotted to you of the concerned semesters. 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. Resignation letters will only be accepted in writing [not on emails] handed over personally to the Director.



- 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. 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.
 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.

Terms & Condition
accepted
[Signature]
01/12/2022



[Signature]
DR. B. H. NANWANI
DIRECTOR
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001