

March 15, 2023

Outward No. 4873 /2023

To  
**Ms. Gargi Jayant Gothe**  
E2/2306, Sarova, Samata Nagar,  
Kandivali East, Mumbai - 400101.

**Sub. : Appointment for the post of Training & Placement Officer (TPO) on Adhoc Basis in PTVA's Institute of Management (PTVAIM)**

Dear Ms. Gargi,

With reference to your application dated 11<sup>th</sup> March 2023 for the post of Training & Placement Officer (TPO) on Adhoc basis in our PTVA's Institute of Management and your subsequent interview with Members of Parent Trust on 13<sup>th</sup> March 2023, we are pleased to appoint you as Training & Placement Officer (TPO) on Adhoc basis in PTVA's Institute of Management with effect from your date of joining. Your appointment will be on the following terms and conditions:

**1. Salary and Perquisites**

In case you accept the offer, your gross salary will be Rs.63,000/- (Rupees Sixty Three Thousand Only).

**2. Discipline**

As per prevailing norms, you are required to remain present in the Institute (PTVAIM) premises for at least 6 & 1/2 hours (Six and Half Hours) a day and **minimum** 40 hours (Forty Hours) a week and do the assigned teaching, administrative and other activities for the development of yourself, the students and the institute (PTVAIM).

PTVAIM places strong emphasis on supporting its teaching activities with a sound research base. You are expected to actively contribute in the development of teaching-learning process with qualitative research through your own individual efforts as well as the collective efforts of the PTVAIM's faculty members.

Your contribution to the Institute including students' feedback, contributing to co-curricular & extra-curricular, placement initiatives, management development programs, research and publication etc. will be integral to our assessment of your performance.

Your services will be governed by the provisions of the Statutes, Ordinances, Regulation and Rules of University of Mumbai, University Grants Commission (UGC) and All India Council for Technical Education (AICTE), New Delhi for the time being in force and the rules of trust i.e. Parle Tilak Vidyalaya Association not inconsistent with the Statues, Ordinances, Regulation and Rules of University of Mumbai and All India Council for Technical Education (AICTE), New Delhi.



*TR. S. S. S.*

**Director**  
**PTVA's Institute of Management**  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



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You are also informed that all possible steps for prevention of ragging in the premises of the educational institutions should be followed and that you will be liable for disciplinary action, in case of non-compliance.

**3. Outside Employment / No Simultaneous Employment**

You cannot engage in any other gainful pursuit, academic or otherwise without the written consent of the Director, and/or Management. You are not expected to give tuitions with or without honorarium in any form. For any consultancy assignment or lectures at other institutions/ college(s)/ organisation(s), including guest lectures, you will take prior written permission from the Director of the PTVAIM or in his absence from the Chairman of the Managing Committee of the Institute during your employment with us.

**4. Confidentiality**

- You will not divulge, communicate or disclose to any person or persons any of the trade secrets of the Institute and Association, which you may come across during your employment with us or in the event of your resignation or termination, as the case may be.
- During your employment with us, you shall not without the written permission of the Institute and Association, publish any article or deliver any talk or lecture on any subject related to the activities, you will be either directly or indirectly engaged in for the Institute and Association.
- You will be responsible for the safe keeping and return in good condition and order all the properties of the Institute and Association such as calculators, books, tools, equipments, video-recorder/camera, computers, etc. placed in your custody or during use. The Institute reserves the right to deduct the money value of such articles from your dues and may take suitable action as deemed proper in the event of your failure to account for such property to its satisfaction.

**5. Termination/Resignation**

- You will be required to give one month notice in writing if you wish to resign from the Institute's services or pay the Institute one month's Salary in lieu thereof.
- This contract of employment may be terminated without notice or any compensation in lieu thereof, if any act of yours is detrimental to the interest of the Institute (PTVAIM), and Parle Tilak Vidyalaya Association.

**6. Validity of Information**

The appointment is offered to you based on the information provided by you in writing and during the course of subsequent correspondence and meetings. In the event of any of the information provided by you being found to be incorrect, the Management of the Institute will view it seriously and at its discretion, will take appropriate action.

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**Director**  
**PTVA's Institute of Management**  
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Vile Parle (E), Mumbai-400 057.





Parle Tilak Vidyalaya Association's  
**PTVA's Institute of Management**

Approved by AICTE, DTE and affiliated to the University of Mumbai  
ISO 9001:2015 & Accredited by NAAC with "B++" Grade

Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar  
College of Commerce  
Vile Parle (East),  
Mumbai - 400 057.

Tel. : 26100100 / 26100200  
Fax : 2610 0199  
E-mail :  
admin@ptvaim.com  
Website :  
www.ptvaim.com

Continuation Sheet

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**7. Policies, facilities and amenities**

- (a) The facilities and amenities granted by the Management of the Institute & Association in excess of statutory requirements do not form a part of conditions of service and are subject to change at the discretion of the Management of the Institute & Association.
- (b) Any change in rules, regulations, policies and orders issued by the Management of the Institute & Association from time to time and applicable to you, will form a part of this contract.

**8. Medical Fitness**

This offer is being made to you subject to you being found medically fit.

**9. Change of Address and Contact details**

You will keep the Institute informed about the change in your contact details, if any, of your residence phone number, mobile numbers, email id, residential and permanent address.

You are requested to submit following documents:-

- Proof of Date of Birth (School Leaving Certificate / Passport)
- Two (2) sets of self-attested photocopies of all relevant original documents, pertaining to your Academic / Professional qualifications and work experience
- Two latest passport size identical photographs
- Photo ID Proof (PAN Card)
- Aadhar Card
- Blood Group details
- In case of emergency, details of the person whom to be contacted with their contact details to be mentioned

We look forward to a mutually rewarding relationship with you in building the PTVAIM to a position of national eminence in management education and research.

Kindly sign and return the duplicate copy of this letter in token of your acceptance of the aforesaid terms and conditions.

Thanking you,

Yours sincerely,  
For & On behalf of PTVA's Institute of Management

  
Dr. Snehalata Deshmukh

Director – PTVA, Mentor - PTVAIM





**Director**  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.

Having read and understood the aforesaid offer, I convey my acceptance of above terms and conditions.

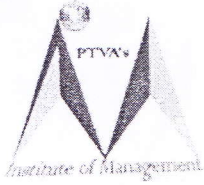
Place: Mumbai

Date: 15/03/2023

Signature: 

Name: Ms. Gargi Jayant Gothe

*will be joining from 10/04/2023*



# PTVA'S INSTITUTE OF MANAGEMENT

(ISO 9001:2015 CERTIFIED AND NAAC ACCREDITED)

Chitrakar Ketkar Marg, Vile Parle (E), Mumbai 400 057

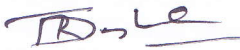
Tel No.: 26100100/ 26100200 / 26172782 / 26172783 Fax: 26100199

Email – [admin@ptvaim.com](mailto:admin@ptvaim.com)

Your job profile as Training and Placement Officer at PTVAIM shall include the following roles and responsibilities:

- (i) Should be able to establish and maintain an excellent rapport with the Corporates.
- (ii) Should conduct a survey of the job requirements for the graduating management students in industries, research and service organizations at regular period intervals as agreed upon by the Management and Director of the Institute.
- (iii) Should take an initiative to do training need assessment considering the requirement of corporate companies.
- (iv) Should prepare annual Training and Placement budget and get approval for the proposed budget from the Management and Director of the Institute.
- (v) Should prepare an updated placement brochure with recent student profiles to approach companies.
- (vi) Should guide the students in getting internship opportunities and suitable placement in industries/research/service organizations.
- (vii) Should motivate all students to improve their career growth and help them through counselling by setting their strategic long term goals.
- (viii) Should advise students in the selection of their career path for the benefit of future career advancement
- (ix) Should thoroughly prepare students in the areas which are important to enhance their employability skills including group discussions, analytical and logical reasoning, personal interviews, personality development, soft skills, etc.
- (x) Should update the current trends towards skillsets associated with the expectations of the industries.
- (xi) Should collect the feedback from the employers of our current students and alumni.
- (xii) Should arrange job fairs at the campus.
- (xiii) Should get at least 75% of our on-going employers and 25% of the prospective employers to the Institute for campus interviews.
- (xiv) Should arrange to get industry-sponsored projects for both faculty members and final year students.



  
**Director**  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
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# PTVA'S INSTITUTE OF MANAGEMENT

(ISO 9001:2015 CERTIFIED AND NAAC ACCREDITED)

Chitrakar Ketkar Marg, Vile Parle (E), Mumbai 400 057

Tel No.: 26100100/ 26100200 / 26172782 / 26172783 Fax: 26100199

Email – [admin@ptvaim.com](mailto:admin@ptvaim.com)

- (xv) Should create data bank of experts in respective field from industries/research/service sectors and invite them to the Institute to interact with the students and staff members at least once a month.
- (xvi) Should also arrange industrial/ training/ field visits for the benefit of the students and staff members in industries/research/service sectors.
- (xvii) Should maintain a data bank of all alumni of the Institute and update it at regular period intervals.
- (xviii) Accountable for college placement progress consistently year by year.
- (xix) Any other related duty assigned by the Head of the institute from time to time.

Kindly sign and return the duplicate copy of this letter in token of your acceptance of the aforesaid terms and conditions.

Thanking you,

Yours sincerely,

For & On behalf of PTVA's Institute of Management

Dr. Tejashree Deshmukh  
Incharge Director

Having read and understood the aforesaid offer, I convey my acceptance of above terms and conditions.

Place: Mumbai

Date:

Signature:

Name: Ms. Gargi Jayant Gothe



**Director**  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
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