



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.

0/c  
Tel. : 26100100 / 26100200  
Fax : 26100199  
E-mail :  
admin@ptvaim.com  
Website :  
www.ptvaim.com

Ref. No. Appointment/AS/5042/2023

November 05, 2023

To

**Dr. Asmat Ara Mohmd. Zafar Shaikh**  
Plot No. D - 69, Tower No. 8, Flat No. 202,  
S.K.P. Co - Housing Society Pvt. Ltd.,  
Sector - 12, Near Prime Mall, Kharghar,  
Navi Mumbai - 410210, Maharashtra.

**Sub. : Appointment for the post of Associate Professor in PTVA's Institute of Management (PTVAIM)**

Madam,

With reference to your application dated 26<sup>th</sup> July 2023 for the post of Associate Professor in our PTVA's Institute of Management and your subsequent interview before the Selection Committee on 18<sup>th</sup> October 2023, the Management of Parle Tilak Vidyalaya Association's PTVA's Institute of Management has accepted the recommendation of the Selection Committee recommending your name for the post of Associate Professor. Accordingly, we are pleased to appoint you as Associate Professor in PTVA's Institute of Management with effect from 02<sup>nd</sup> January 2024 subject to the fulfillment of the guidelines of the University of Mumbai and All India Council for Technical Education (AICTE), New Delhi. Your appointment will be subject to the confirmation of the approval received for the mentioned post from University of Mumbai and on following terms and conditions:

**1. Salary and perquisites**

In case you accept the offer, your gross salary will be Rs. 1,25,000/- (Rupees One Lakh Twenty Five Thousand Only), till your appointment as Associate Professor is approved by the University of Mumbai. Upon receiving the necessary approval from the University of Mumbai with respect to your position as Associate Professor, your basic salary will be Rs. 37,400/-per month with Academic Grade Pay of Rs.9,000/-p.m. You will be paid Dearness Allowance, H.R.A., C.L.A., and Travelling Allowance as permissible as per 6<sup>th</sup> Pay Commission.

**2. Probation**

Your services will be on probation for a period of one year from 02<sup>nd</sup> January 2024. Your continuance in the service will depend on your performance and conduct, if found satisfactory, during the probation period and subject to approval from the University of Mumbai for the said post appointment. During the period of probation, your services can be dispensed with at one month's notice or salary in lieu thereof on either side. Your probation period may also be extended at the discretion of the Management of the Institute and Parle Tilak Vidyalaya Association.

**3. Discipline**

As per prevailing norms, you are required to remain present in the Institute (PTVAIM) premises for atleast 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). The PTVAIM places strong emphasis on supporting its teaching activity with a sound research base.

**Director**  
**PTVA's Institute of Management**  
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.....2



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: 2 :

You are expected to actively contribute to the development of teaching-learning process with a qualitative research base through your own individual efforts as well as the collective efforts of the PTVAIM's faculty members. Your contribution through students' feedback, organizing conferences/workshops, placement initiatives, management development programs, research and publication and other co-curricular, extension & extra-curricular activities, etc. will count towards 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 in consistent with the Statues, Ordinances, Regulation and Rules of University of Mumbai and All India Council for Technical Education (AICTE), New Delhi.

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 action, in case of non-compliance.

#### 4. 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 PTVA's IM or in her absence from the Chairman of the Managing Committee of the Institute during your employment with us.


#### 5. 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.

#### 6. Termination/Resignation

- Your service can be terminated without giving any notice during probation.
- 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.
- Your service can be terminated by giving a notice of one month in writing or one month's salary in lieu thereof by the Management of PTVAIM.
- 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.

.....3

  
**Director**  
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: 3 :

### 7. 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.

### 8. Policies, facilities and amenities

- 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.
- 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.

### 9. Medical Fitness

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

### 10. Change of Address

You will keep the Institute informed about the change, if any, of your residential and permanent address.

You are required to give your acceptance of this offer by returning the duplicate copy of this letter, duly signed within seven days from the date of offer. On acceptance of this letter, your details will be informed accordingly to the institute (PTVAIM) office. You are requested to submit two (2) sets of attested photocopies of all relevant original documents, pertaining to your qualification and experience.

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 faithfully

For Parle Tilak Vidyalaya Association

**Dr. Tejashree Deshmukh**  
Incharge Director

I hereby confirm having read and having understood, my acceptance of above terms and conditions.

Place: Mumbai

Signature: .....

Date:

Name: **Dr. Asmat Ara Mohmd. Zafar Shaikh**

**Director**  
**PTVA's Institute of Management**  
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