PTVA's
Institute of Management
(Affiliated to University of Mumbai & approved by AICTE)

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

Outward No. 3983/2019

19th July, 2019

To

Dr. Sucheta Sanjay Pawar
24, Akshay Bunglow,
Om Siddharaj Society,
Kajupada, Borivli [East],
Mumbai 400 066.

Sub. : Appointment for the post of Associate Professor (Economics) – Temporary / Adhoc Basis in PTVA's Institute of Management (PTVA's IM)

Dear Dr. Sucheta,

In continuation with your earlier appointment letter no. 2386/2016 dated 1st June, 2016 and with reference to your application dated 18th June, 2019 for the post of Associate Professor (Eco.) – Temporary / Adhoc basis in our PTVA's Institute of Management and your subsequent interview before the Selection Committee on 18th July, 2019, the management of PTVA's Institute of Management has accepted the recommendation of the Selection Committee recommending your name for the post of Associate Professor (Eco.) – Temporary / Adhoc basis. Accordingly, we are pleased to appoint you as Associate Professor (Eco.) – Temporary / Adhoc basis in PTVA's Institute of Management for the period of eleven months with effect from 1st August, 2019. 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. 1,08,465/- (Rupees One Lakh Eight Thousand Four Hundred Sixty Five Only) as per 6th Pay Commission.

2. **Discipline**
   As per prevailing norms, you are required to remain present in the institute (PTVA's IM) 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 (PTVA's IM).

   PTVA's IM 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 PTVA's IM's faculty members.

   Your contribution to the Institute including students' feedback, organizing conferences/workshops, 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.

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PTVA's Institute of Management Mumbai 57.

Director
PTVA's Institute of Management
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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 PTVA's IM or in his absence from the Chairman of the Managing Committee of the Institute during your employment with us.

4. **Confidentiality**
   (a) 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.
   (b) 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.
   (c) 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**
   (a) 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.
   (b) 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 (PTVA's IM), 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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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.

We look forward to a mutually rewarding relationship with you in building the PTVA's IM 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 and On behalf of **PTVA's Institute of Management**

Dr. Harish Kumar S. Purohit
DIRECTOR

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

Place: Mumbai

Date:

Signature: .....

Name: **Dr. Sucheta Sanjay Pawar**

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

Parle Tilak Vidyalaya Association's
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Outward No. 4195/2019

30th December, 2019

To
Dr. Sucheta Sanjay Pawar
Associate Professor
PTVA's Institute of Management
Mumbai.

Sub : Appointment as Dean - COEI in PTVA's Institute of Management (PTVA's IM)

Dear Dr. Sucheta,

We are glad to inform you that the Management has decided to appoint you as **Dean – COEI (Centre of Entrepreneurship & Innovation)** in addition to the current designation of Associate Professor (Economics).

We congratulate you on your appointment as **Dean - COEI.**

Thanking you,

Yours faithfully,

For and On behalf of **PTVA's Institute of Management**

Dr. Harish Kumar S. Purohit
DIRECTOR

Received
Thank You Very Much

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

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Outward No. 2386/2016

01.06.2016

To
Mrs. Sucheta Patwardhan Pawar
24, Akshay Bunglow,
Om Siddharaj Society,
Kajupada, Borivli [East],
Mumbai 400 066.

Sub. : Appointment for the post of Assistant Professor in PTVA's Institute of Management (PTVA's IM)

Madam,

This is with reference to your application dated 21st May 2015 for the post of Assistant Professor-Economics / General Management and subsequent interview before the selection committee on 1st June 2016, I am to inform you that you have been appointed as Assistant Professor on Ad-hoc basis for the academic year 2016-17 for the period of eleven months w.e.f. 1st July 2016, against one of the vacant posts on the following terms and conditions:

1. **Salary**
   You will be paid consolidated salary of Rs. 60,000/- (Rupees Sixty Thousand only) per month.

2. **Discipline**
   As per prevailing norms, you are required to remain present in the institute (PTVA's IM) 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 (PTVA's IM). The PTVA's IM places strong emphasis on supporting its teaching activity with a sound research base. You are expected to actively contribute in the development of teaching-learning process with a qualitative research base through your own individual efforts as well as the collective efforts of the PTVA's IM's faculty members. Your contribution through Examination department work, students' feedback, organizing conferences/workshops, placement initiatives, management development programs, research and publication etc. will count towards our assessment of your performance.

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

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Continuation Sheet

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.

4. **Confidentiality**
   (a) 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.
   (b) 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.
   (c) 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**
   (a) During your adhoc appointment period, 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 Basic Salary, Grade Pay and D.A. in lieu thereof.
   (b) 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 (PTVA's IM), 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.

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.

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8. **Medical Fitness**

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

9. **Change of Address**

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

10. **Date of Joining**

    You are requested to join your duties on or before 5th July 2016 alongwith the originals for proof of date of birth, qualification and experience as well as relieving certificate.

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 (PTVA's IM) 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 PTVA's IM 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.

Yours faithfully
For **PTVA's Institute of Management**

Dr. Harish Kumar S. Purohit
DIRECTOR

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

Place: Mumbai

Date: 02/06/2016

Signature: ..... 2/6/16 .....

Name: **Mrs. Sucheta Patwardhan Pawar**

PTVA's Institute of Management Mumbai 57.

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

3rd April, 2023

To,

The In-charge Director

PTVA's Institute of Management

Mumbai: 400057

Subject: To tender my resignation from the post of Associate Professor of General Management as well as Dean of COEI, at PTVA's Institute of Management.

Dear Madam,

I, Dr. Sucheta Pawar, wish to resign from the post of Associate Professor of General Management as well as Dean of COEI, at PTVA's Institute of Management. Please consider this letter as a formal notice of resignation. I joined the institute full time in July 2016. The guidance from Dr. Snehalata Deshmukh madam; our mentor and Anil Ganu sir has been invaluable in my learning curve. All these years with PTVAIM have helped me grow professionally. I wish to explore other opportunities and am I sure that you will support this as you have supported every other venture of mine.

Currently I shoulder the responsibility of being President of PTVAIM's Institution Innovation Council (IIC), running of pre-incubation and incubation program of COEI, Co-ordinator of PTVAIM's NISP council, running of MBA IEV program and being a member of some other committees of the college. I wish to understand the process of this handover so that it may be done smoothly within the confines of my notice period.

Kindly accept my resignation letter and consider the resignation date as 3rd April 2023, which will also be the start date of my notice period. I wish to be relieved on 2nd May 2023.

Thank you for all the learning opportunities that I got while running the research cell, COEI and MBA-IEV course.

Sincerely,

Pawar 3/4/23

Dr. Sucheta S. Pawar

Associate Professor – General Management

Dean -COEI

Cc: CA Shri. Anil Ganu, President. Parle Tilak Vidyalaya Association.

Registrar,
Please accept
3/4/23

PTVA's Institute of Management Mumbai 57.

Director
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May 02, 2023 **Ref. No.4904/2023**

Relieving Order

Dr. Sucheta Pawar was working in our institute from 05/07/2016 as **Assistant Professor**. She was appointed as **Associate Professor** on Ad-hoc basis from 01/08/2019. She was also appointed as **Dean-COEI** on 30th December 2019 in addition to the designation of Associate Professor. She has tendered her resignation on 03/04/2023. The same has been accepted and she is relieved from the duty today, i.e. 02nd May 2023 after the office hours.

We wish her all the best for her future endeavour.

S.V. Shringarpure
REGISTRAR
PTVAIM

PTVA's Institute of Management Mumbai 57.

Received with thanks.

2/05/23

PTVA's Institute of Management Mumbai 57.

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