



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

Approved by AICTE, DTE and affiliated to 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. : 2610 0100 / 2610 0200 /
2617 2782 / 83
Fax : 2610 0199
E-mail : admin@ptvaim.com
Website : www.ptvaim.com

Outward No. 4449/2021

12th July, 2021

To

Mr. Shashank Padmanabh Pai
5, Ganga Keshav,
Hanuman Road 1,
Vile Parle East,
Mumbai -400057.

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

Dear Mr. Shashank,

This is with reference to your application dated 6th July, 2021 for the post of Assistant Professor (Finance). I am to inform you that you have been appointed as Assistant Professor on Ad-hoc basis against one of the vacant posts for the academic year 2021-22 for the period of eleven months w.e.f. 1st August, 2021 or till the same are filled in during the academic year whichever is earlier on the following terms and conditions:

1. Salary and Perquisites

In case you accept the offer, your gross salary will be Rs. 70,085/- (Rupees Seventy Thousand Eighty 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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Director
PTVA's Institute of Management
Chitrakar Ketkar Marg,
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Continuation Sheet

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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

- 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 (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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[Handwritten signature]

Director
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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 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 & 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: Mr. Shashank Padmanabh Pai

Shashank
12/10/21



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

Fwd: Regarding resignation

Tejashree Deshmukh <tdeshmukh@ptvaim.com>
To: admin admin <admin@ptvaim.com>

Fri, Jun 21, 2024 at 4:55 PM

----- Forwarded message -----

From: **Shashank Pai** <shashankpai@ptvaim.com>
Date: Wed, Nov 10, 2021 at 3:32 PM
Subject: Regarding resignation
To: Dr. Harish Kumar Purohit - Director PTVAIM <director@ptvaim.com>
Cc: Tejashree Deshmukh <tdeshmukh@ptvaim.com>

Respected Dr. Purohit,

I, Mr. Shashank Pai, want to inform you that I am resigning with immediate effect. The reason for putting down papers is ill-health.

I want to thank you for all your guidance and support since the time I joined. I would also like to place on record my gratitude to Dr. Tejashree Deshmukh for all the help she rendered from the day I joined.

I would request you to relieve me of my duties as soon as possible so that I can take care of my bad health.

I will complete all the desired formalities as per the policies of the Institute.

Warm Regards,

Mr. Shashank Pai
Asst. Professor
PTVA's Institute of Management
Cell No : +91 9819918348
Landline No. 26100100/26100200 Ext : 215
<http://www.ptvaim.com>



A handwritten signature in black ink, appearing to read "Tejashree Deshmukh".

Director
PTVA's Institute of Management
Chitrakar Ketkar Marg,
Behind M. L. Dahanukar College,
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November 15, 2021

Ref. No.4484A/2021

Relieving Order

Mr. Shashank Pai was working in our Institute from 02/08/2021 as an **Assistant Professor**. He has tendered his resignation on 10/11/2021. The same has been accepted and he is relieved from the duty today, i.e. 15th November 2021 after the office hours.

We wish him all the best for his future endeavour.



Dr. Harish Kumar S. Purohit
Director



Director
PTVA's Institute of Management
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