



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

Ref. No. 3937B /2019

15<sup>th</sup> June, 2019

To,

**Dr. Velerian Ignatius Rodrigues**  
House No. 367, Nanbhat, Near Atoli Centre,  
Nallasopara (West), Thane- 401203

Subject: Appointment for the post of Assistant Professor in PTVA's Institute of Management on  
Adhoc Basis.

Dear Sir,

With reference to your application dated 06<sup>th</sup> June 2019 for the post of Assistant Professor in Management in our PTVA's Institute of Management and your subsequent interview, we are pleased to appoint you as Assistant Professor in Management 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**

Your remuneration will be in accordance with the policy of PTVA's Institute of Management.

**2. Discipline**

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

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**Director**  
**PTVA's Institute of Management**  
Chitrakar Ketkar Marg,  
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(b) 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.

**4. Termination/Resignation**

Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you may remain absent from duty without authorization.

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 on account of unsatisfactory absence, disobedience, non-observance of code of conduct or any other such misconducts deemed fit.

**5. 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.

**6. 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.

**7. Medical Fitness**

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

**8. 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

Your appointment is subjected to submission of relieving and experience letter within 30 days of joining. If failed, appropriate action will be taken.

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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. We look forward to a mutually rewarding relationship with you. Kindly sign and return the duplicate copy of this letter in token of your acceptance of the aforesaid terms and conditions.

You are informed that all committees/ cells as per the guidelines of AICTE, University of Mumbai and University Grants Commission such as Anti-ragging, Maitri Sangha (Committee for SC/ST, Internal Complaint Committee, Women Development Cell, are in place at our Institute and in case, you wish to approach any of these committee/ cells, their information is available on our notice board/web-site.

Also you are required to follow the guidelines of AICTE, University of Mumbai and University Grants Commission with respect to committees/ cells and ensure adherence to these guidelines including all possible prevention of ragging in the premises of the Institute. You are also warned that non-compliance steps for with respect to the above mentioned guidelines will make you liable for disciplinary action.

We look forward to your compliance and commitment as well as fruitful, long term association with us.

Thanking you,

Yours faithfully  
For PTVA's Institute of Management

Dr. Harish Kumar S. Purohit  
DIRECTOR

*Amu*

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

Place: Mumbai

Signature:

Date:

Name: Velerian Ignatius Rodrigues



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

21/09/2020

To,

The Director

PTVA's Institute of Management

Vile Parle, Mumbai

Dear Sir,

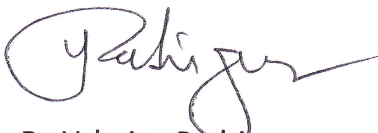
I am writing this letter to inform you that I am resigning from my position as an Assistant Professor with PTVA's Institute of Management. My last working day will be 26/09/2020.

I would take this opportunity to thank you and the Management of Parle Tilak Vidyalaya Association for giving me this opportunity to serve PTVA's Institute of Management as an Assistant Professor.

I wish you and our organization the best.

Thanking you,

Sincerely,



Dr. Velerian Rodrigues



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**September 26, 2020**

**Ref. No.4301B/2020**

**Relieving Order**

**Dr. Velerian Rodrigues** was working in our Institute from 01/02/2020 as an **Assistant Professor**. He has tendered his resignation on 21/09/2020. The same has been accepted and he is relieved from the duty today, i.e. 26<sup>th</sup> September 2020 after the office hours.

We wish him all the best for his future endeavour.

**Dr. Harish Kumar S. Purohit**  
Director



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