



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.

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

Ref. No. 2995/B/2017

29<sup>th</sup> June, 2017

**Mrs. Manali Rohan Patil**  
IGNIS C-1301, Lodha Splendor,  
Ghodbunder Road,  
Bhayandar Pada, Thane (W),  
Mumbai- 400607.

Ref. Confirmation letter for the post of Assistant Professor.

Dear Mrs. Manali Patil,

Subsequent to our letter No. 1925/2015 dated June 17, 2015, the management has now decided to confirm your appointment as Assistant Professor with effect from 14<sup>th</sup> July, 2017 on the terms and conditions stated therein.

Further the management is pleased to place you in the scale of Rs. 15,600-39100 + AGP 6000 p.m. with corresponding allowances (Sixth Pay Commission Scale).

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 these 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,

**Dr. Harish Kumar S. Purohit**

Director

smj

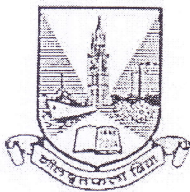


**Director**  
**PTVA's Institute of Management**  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.

Thank you Director Sir  
for the constant support &  
motivation.  
Received with thanks  
Patil  
30/6/17



# University of Mumbai



Concol Section,  
Room No. 204  
Fort Campus, M.G. Road,  
Mumbai - 400 032

Phone No.-022-22708741  
email- concolsection@gmail.com

Ref. No.: CONCOL / ICD / 2016-17 / 55796

Date: 29/4/2016

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

30/4/16

Sir / Madam,

Please refer to your letter No. 2289/2016, dated 18<sup>th</sup> March, 2016 forwarding therewith the reports of appointments of the following teachers in respective subjects in the college from the academic year 2014-2015, for consideration of the University :-


Sr. No.	Name of the person	Nature of the Appointment
1.	Dr. Smt. Tejashree R. Deshmukh (Nee:- Tejashree D. Ranadive)	Full-time Associate Professor in Management from 01.07.2015 (Open to Open Post)
2.	Smt. Manali R. Patil (Nee:- Manali Kamat)	Full-time Assistant Professor in Management from 14.07.2015 (Open to Open Post)

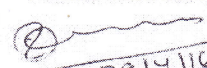
In this connection, I am directed to inform you that the appointments mentioned at Sr. Nos. 1 & 2 have been approved by the University as remarks mentioned against each of them as per University Circular No. CONCOL/ICC/04 of 2012, dated 10<sup>th</sup> February, 2012.

Further, you are requested to communicate the above decision to the teachers concerned in writing as per S.109-C alongwith the copy of this letter.

Please note that if any discrepancy is found in this approval, the University reserves the right to withdraw the approval at any time.



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

Yours faithfully,  
  
29/4/16  
(YOGINI GHARE)  
DEPUTY REGISTRAR  
CONCOL UNIT.



# Parle Tilak Vidyalaya Association

Hanuman Road, Vile Parle (East), Mumbai - 400 057.  
Tel. : 2611 8601 / 2611 6645

Outward no. 1925/2015

17.06.2015

To

**Ms. Manali Rohan Patil**  
IGNIS C-1301, Lodha Splendor,  
Chodbunder Road,  
Bhayanderpada, Thane (W)  
Mumbai 400607.

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

Madam,

With reference to your application dated 1<sup>st</sup> April 2015 for the post of Assistant Professor in our PTVA's Institute of Management and your subsequent interview before the Selection Committee on 30<sup>th</sup> April 2015, 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 Assistant Professor. Accordingly, we are pleased to appoint you as Assistant Professor in PTVA's Institute of Management with effect from 1<sup>st</sup> July 2015 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 basic salary will be Rs. 15,600/- p.m. in the Pay Band of 15600-39100 with Academic Grade Pay of Rs.6,000/- p.m. You will be paid Dearness Allowance, H.R.A., C.L.A., and Travelling Allowance as permissible under the rules of University of Mumbai.

**2. Probation**

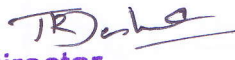
Your services will be on probation for a period of two years from 01<sup>st</sup> July 2015. Your continuance in the service will depend on your performance and conduct, if found satisfactory, during the probation period and subject to approval from the University of Mumbai for the said post appointment. 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 (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 students' feedback, organizing conferences/workshops, placement initiatives, management development programs, research and publication etc. will count towards our assessment of your performance.

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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

Hanuman Road, Vile Parle (East), Mumbai - 400 057.  
Tel. : 2611 8601 / 2611 6645

Continuation Sheet

: 2 :

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. 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.

#### 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


- In the event of your confirmation after, expiry of probation 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.
- 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.

#### 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.

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



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Continuation Sheet

: 3 :

## 8. 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.

## 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 15<sup>th</sup> July 2015 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.

Thanking you,

Yours faithfully  
For PTVA's Institute of Management

Dr. Harish Kumar S. Purohit  
DIRECTOR



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

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

Place: Mumbai

Signature: .....

Date: 17/06/2015.

Name:

Manali Rohan Patil

Dear Sir,

Thank you for the opportunity provided and I assure you the best services. I will join in the 2<sup>nd</sup> week of July, 2015. The date will be communicated very shortly.