



Parle Tilak Vidyalyaya Association'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. 3979/2019

17<sup>th</sup> July, 2019

To

**Ms. Ridhima Sudheer Mahabal**  
201, Roopali CHS., Vartak Road,  
Vile Parle [East],  
Mumbai 400 057

**Sub. : Appointment for the post of 'Full Time Faculty Coordinator of Centre of Entrepreneurship & Innovation (COEI)' in PTVA's Institute of Management (PTVA's IM)**

Dear Ridhima Madam,

As decided by Management, we are informing you that you have been appointed as a **Full Time Faculty Coordinator of Centre of Entrepreneurship & Innovation (COEI)** w.e.f. 15<sup>th</sup> July, 2019 on the following terms and conditions:

**1. Salary**

You will be paid consolidated salary of Rs.50,000/- (Rupees Fifty Thousand only) per month.

**2. Probation**

Your services will be on probation for a period of one year from 15<sup>th</sup> July, 2019. 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 Vidyalyaya Association.

**3. Discipline**

Your job description will be-

- 1) To build connections and do tie-ups with various other incubators in the city/ country.
- 2) To create and curate training and development programs for the incubatees.
- 3) To create and curate outreach programs for PTVA sister concerns and extended community.
- 4) To train the incubatees in:
  - (i) How to articulate a business idea
  - (ii) How to make effective presentations
  - (iii) Story-telling
- 5) To help incubatees, interns and student teams to participate in various activities conducted by MHRD's MIC and other business plan competitions.

You will continue taking add on lectures of English Communication.

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*T. D. Deshpande*  
**Director**  
**PTVA's Institute of Management**  
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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.

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. 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 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 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.



*[Signature]*

Director  
PTVA's Institute of Management  
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**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.

**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



**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

Date: 18.07.2019.

Signature: .....

Name:

**Ridhima Sudheer Mahabal**