

3540

# 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 / 39966

Date : 16 / 1 / 2016  
20/1/16

To,  
The Director,  
Parle Tilak Vidyalaya Association's  
Institute of Management  
Vile - Parle (East)  
Mumbai - 400 057.

Sir / Madam,

Please refer to your letter No. 2114/2015 dated 30<sup>th</sup> November, 2015 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 Appointment
1.	Shri. Ajit S. Joshi	Full-time Assistant Professor in Finance from 01.07.2015. (Open to Open post)
2.	Smt. Krutika A. Zarpkar (Nee. Krutika K. More)	Full-time Assistant Professor in Finance from 01.07.2015. (Open to Open post)
3.	Shri. Jigar D. Patel	Full-time Assistant Professor in Human Resource Management from 01.07.2015. (Open to Open post)

In this connection, I am directed to inform you that the appointments mentioned at **Sr. Nos. 1 to 3** 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.

...2/-

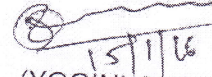


**Director**  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.

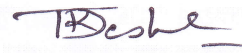
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Please note that if any discrepancy is found in this approval, the University reserves the right to withdraw the approval at any time.

Yours faithfully,



(YOGINI GHARE)  
DEPUTY REGISTRAR  
CONCOL UNIT.



**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

Outward No. 1902/2015

26.05.2015

To

**Mr. Jigar Dipan Patel**

No. 301, Bldg. No. 2,  
A- Wing, Green Park, Shanti Park Layout,  
Mira Road (East),  
Dist: Thane Pin- 401107

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

Dear Sir,

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. 18,320/- 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 the 1<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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*T. D. Doshi*

**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.



*T. Deshpande*

**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.  
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Continuation Sheet

: 3 :

## 8. Policies, facilities and amenities

- 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.
- 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.


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 Parle Tilak Vidyalaya Association

  
Anil B. Ganu  
Hon. Secretary

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


Place: Mumbai

Date: 01/06/2015

Signature: 

Name: Jigar Dipan Patel



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



Telephone Nos. : 26118601  
26116645

## PARLE TILAK VIDYALAYA ASSOCIATION

Hanuman Road, Vile Parle (East), Mumbai - 400 057.

April 19, 2012.

Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

Mr. Jigar Dipan Patel  
Flat No. 301, Bldg. No.2,  
Wing 'A', Shanti Park,  
Green Park, Mira Road (E),  
Thane Dist 401107

Ref: Appointment in PTVA's Institute of Management

Dear Sir,

With reference to your application and subsequent interview, the management is pleased to offer you the position of **Assistant Professor** in the pay band of Rs. 15600-39100 + AGP 6000 in the 6<sup>th</sup> pay on the following terms and conditions:-

1. As per prevailing norms, you are required to remain present in the PTVA's IM for atleast 6 hours a day and 40 hours (forty hours) a week and do the assigned teaching, administrative and other activities for the development of yourself, the students and the PTVA's IM. You will be governed by the rules and regulations as in vogue of AICTE/UGC/University of Mumbai from time to time.
2. You are not expected to give tuitions with or without honorarium in any form. For any consultancy assignment or lectures at other institutions, including guest lectures, you will take prior permission from the Director of the PTVA's IM or in his absence from the Chairman of the Managing Committee of the Institute.
3. The PTVA's IM places strong emphasis on supporting its teaching activity with a sound research base. You are expected to actively contribute to the development of such a research base through your own individual efforts as well as the collective efforts of the PTVA's IM's faculty. Your contribution through research and publication will count towards our assessment of your performance.
4. Your services will be on probation for a period of one year from the date of joining service. 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 appointment. During this probationary period, services are terminable on either side by giving one month's notice.

*Jigar Dipan Patel*  
20/04/12

*Jigar Dipan Patel*  
20/04/12



*J. B. Deshpande*

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

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5. 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 date of joining the Institute will be mutually decided. You are requested to submit 2 sets of attested Xerox copies 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.

Thanking you,

Yours faithfully,

For PARLE TILAK VIDYALAYA ASSOCIATION



Anil B. Ganu  
Hon. Secretary

(I have received and understood the terms and conditions and I hereby unconditionally accept the above offer.)

*Jugad*  
20/06/12

*Jugad*  
20/06/12



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

Date: 05/10/2021

Jigar Dipan Patel,  
301, Badrivishal,  
Ketki Pada Road,  
Dahisar (East),  
Mumbai - 400 068.

To,  
Dr. Harish Kumar S. Purohit - Director,  
PTVA's Institute of Management,  
Chitrakar Ketkar Marg,  
Vile Parle (E),  
Mumbai - 400 057.

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 day of working will be Monday, November 1, 2021.

*This was a difficult decision, but I have decided to give my career a different direction altogether.*

I would like to take this opportunity to thank you, Board Members of PTVAIM, our parent trust Parle Tilak Vidyalaya Association (PTVA) and my colleagues for giving me the opportunity to serve PTVA's Institute of Management for more than nine years.

It has been a wonderful experience to work in various domains and it has enriched me in terms of knowledge and skills.

Please let me know if there is anything else I can help you with during this transition. I would be glad to train and hand over my duties to my replacement/fellow colleagues.

I wish you and our organization the best.

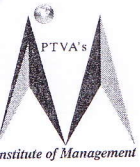
Yours faithfully,

*Jigar*  
05/10/2021

(Jigar Patel)



*TR*  
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

# PTVA's Institute of Management

Approved by AICTE, DTE and affiliated to the 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. : 26100100 / 26100200  
Fax : 2610 0199  
E-mail :  
admin@ptvaim.com  
Website :  
www.ptvaim.com

October 30, 2021

Ref. No.4484 /2021

## Relieving Order

**Mr. Jigar Patel** was working in our institute as an Assistant Professor from July 16, 2012 and has tendered his resignation on 5<sup>th</sup> October 2021. The same has been accepted and he is relieved from the duty today, i.e. 30<sup>th</sup> October 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  
Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar College,  
Vile Parle (E), Mumbai-400 057.



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

20<sup>th</sup> November 2021

## To Whom It May Concern

This is to state that **Mr. Jigar Dipan Patel** was working with us from 16<sup>th</sup> July 2012 to 30<sup>th</sup> October 2021, as an Assistant Professor in Human Resource Management. He is an approved teacher of the University of Mumbai.

During his tenure with us, he had taught University Assessment subjects such as International Business, Strategic Management and was also appointed as an examiner and a moderator by University of Mumbai for University Assessment papers. He had also taught internal assessment subjects such as Business Research Methods, Operations Research, Effective and Management Communication and Labour Laws and its implications on Industrial Relations.

Jigar has always been demonstrating high work-commitments and went beyond the call of duty and didn't shy away from taking more responsibilities. He progressed from taking additional duty as a Placement coordinator to the Placement in-charge of our institution. He also took responsibility for examinations to fill up the vacuum till we got a new head for examinations.

He was an asset to us and played active role in being the NAAC co-ordinator of our Institute, interacting with almost all the stakeholders i.e. right from board of governors, faculty member colleagues, administration, visiting and guest faculty to alumni and students. It required of him gathering performance data, flawless coordination between various stakeholders and finalisation of data as everything was inter-linked, and infallible traceability of all claims in the report he helped prepare for submission to the national accreditation body.

As an important member of Internal Quality Assurance Cell (IQAC), College Development Committee (CDC), Women Development Cell (WDC) and the team responsible for preparing the Institute for ISO Certification, he had fulfilled all his commitments with utmost honesty and sincerity.

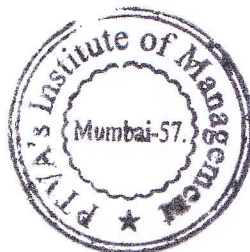
As a teacher, Jigar's feedback has always been excellent thereby inspiring students to upgrade their skill sets. He organised advanced excel workshops, resume building sessions and mock interviews for our students while ensuring the best resource persons from the corporates deliver it. He motivated them to attend corporate events, participate in state and national level competitions and social work for helping them in developing their overall personality.

Jigar was relieved of his duties from the Institute on 30<sup>th</sup> October 2021 (A.N.). He was an honest, sincere, competent resource in discharging his duties. His subject knowledge, networking skills and communication abilities were good assets to the institute.

We wish him Goodluck in all his endeavours.

**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.