



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

Ref. No.4403 A/2021

26th March 2021

To

Mr. Sujit Vasudeo Apte
201, Gomantashram Society,
Chittaranjan Road,
Vile Parle [E],
Mumbai 400 057.

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 15/03/2021 for the post of Assistant Professor in our PTVA's Institute of Management and your subsequent interview, the Management of Parle Tilak Vidyalaya Association's PTVA's Institute of Management has pleased to appoint you as Assistant Professor on Adhoc Basis for the academic year 2021-22 for the period of eleven months w.e.f. 1st April 2021 subject to the fulfilment of the guidelines of the University of Mumbai and All India Council of Technical Education (AICTE), New Delhi on 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 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 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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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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(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. Tejashree Deshmukh
Dean Academics



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

Place: Mumbai

Signature:

Date: 27/03/2021

Name: Mr. Sujit Vasudeo Apte



Director
PTVA's Institute of Management
Chitrakar Ketkar Marg,
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5/11
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Outward No. 3987/2019

19th July, 2019

To

Mr. Sujit Vasudeo Apte
201, Gomantashram Society,
Chittaranjan Road,
Vile Parle [E],
Mumbai 400 057.

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

Dear Mr. Sujit,

With reference to your application dated 07th June, 2019 for the post of Assistant Professor (IT) – Temporary / Adhoc basis in our PTVA's Institute of Management and your subsequent interview before the Selection Committee on 18th July, 2019, the management of PTVA's Institute of Management has accepted the recommendation of the Selection Committee recommending your name for the post of Assistant Professor (IT) – Temporary / Adhoc basis. Accordingly, we are pleased to appoint you as Assistant Professor (IT) – Temporary / Adhoc basis in PTVA's Institute of Management for the period of eleven months with effect from your date of joining within next 15 days. Your appointment will be on the following terms and conditions:

1. Salary and Perquisites

In case you accept the offer, your gross salary will be Rs.64,044/- (Rupees Sixty four thousand forty four 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.

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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 Vidyalyaya Association not inconsistent with the Statues, Ordinances, Regulation and Rules of University of Mumbai and All India Council for Technical Education (AICTE), New Delhi.

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 Vidyalyaya 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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Continuation Sheet

: 3 :

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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



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: 22nd JULY 2019.

Signature: _____

Name: Mr. Sujit Vasudeo Apte

Thank you Sir, Looking forward to the association.
I shall join in from 2nd August 2019.