



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

17th 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. 15th 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 15th 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
Chitrakar Ketkar Marg,
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Continuation Sheet

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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.

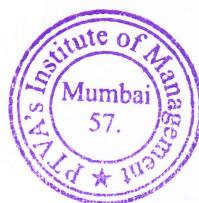
You are also informed that all possible steps for prevention of ragging in the premises of the educational institutions should be followed and that you will be liable for action, in case of non-compliance.

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.



Handwritten 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

8th April, 2023

To,

The In-charge Director

PTVA's Institute of Management

Mumbai: 400057

Subject: To tender my resignation from the post of Assistant Professor as well as Faculty Co-ordinator of COEI, at PTVA's Institute of Management.

Dear Madam,

I, Smt. Ridhima Mahabal, wish to resign from the post of Assistant Professor as well as Faculty Co-ordinator of COEI, at PTVA's Institute of Management. Please consider this letter as a formal notice of resignation. I joined the institute full time in July 2018. The guidance from Dr. Snehalata Deshmukh madam; our mentor and Anil Ganu sir has been invaluable in my learning curve. All these years with PTVAIM have helped me grow professionally. I wish to take a step back from professional career and focus on my PhD and am I sure that you will support this as you have supported every other venture of mine.

Currently I shoulder the responsibility of being Start-up Co-ordinator of PTVAIM's Institution Innovation Council (IIC), running of pre-incubation and incubation program of COEI & assistance in running of MBA IEV program. I wish to understand the process of this handover so that it may be done smoothly within the confines of my notice period.

Kindly accept my resignation letter and consider the resignation date as 8th April 2023, which will also be the start date of my notice period. I wish to be relieved on 7th May 2023.

Thank you for all the learning opportunities that I got while being a part of COEI and MBA-IEV course.

Thanks and regards,

Ridhima

Smt. Ridhima Mahabal

Assistant Professor and Faculty Co-ordinator, COEI.

Cc: CA Shri. Anil Ganu, President. Parle Tilak Vidyalaya Association.



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

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25/4/23



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

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May 06, 2023

Ref. No. 4907/2023

Relieving Order

Ms. Ridhima Mahabal was working in our institute from 02/04/2018 as 'Part Time Faculty Coordinator'. She was appointed as 'Full Time Faculty Coordinator' of Centre of Entrepreneurship & Innovation (COEI) from 15/07/2019 and further appointed as an Assistant Professor (General Management) on Ad-hoc basis from 01/08/2022 in addition to her role and responsibility as Full Time Faculty Coordinator of COEI. She has tendered her resignation on 08/04/2023. The same has been accepted and she is relieved from the duty today, i.e. 06th May 2023 after the office hours.

We wish her all the best for her future endeavour.

Dr. Tejashree Deshmukh
In-charge Director
PTVAIM



Received.
PSM
6-5-2023



Director
PTVA's Institute of Management
Chitrakar Ketkar Marg,
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