



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 / 26100300  
Fax : 26100199  
E-mail :  
admin@ptvaim.com  
Website :  
www.ptvaim.com

Outward No. 4886 /2023

April 08, 2023

To  
Mrs. Asavari Mandar Mehendale  
3/3/3, Asmita Mogra CHS,  
Rajmata Jijabai Marg,  
Near Hilton Tower, Andheri East  
Mumbai – 400093

**Sub. : Appointment for the post of Assistant Professor on Ad-hoc Basis in PTVA's Institute of Management (PTVAIM)**

Dear Mrs. Asavari,

With reference to your application dated 28<sup>th</sup> March 2023 for the post of Assistant Professor on Ad-hoc basis in our PTVA's Institute of Management and your subsequent interview with The Director of PTVAIM on 3<sup>rd</sup> April 2023, we are pleased to appoint you as Assistant Professor on Ad-hoc basis in PTVA's Institute of Management with effect from your date of joining. Your appointment will be on the following terms and conditions:

**1. Salary and Perquisites**

In case you accept the offer, your remuneration will be Rs. 2,000/- (Rupees Two thousand Only) per working day when you are physically present in the Institute for minimum of six and half hours on the concerned day.

**2. Probation**

Your services will be on probation for a period of one year with effect from your date of joining. Your continuance in the service will depend on your performance and conduct during the probation period.

**3. Discipline**

As per prevailing norms, you are required to remain present in the Institute (PTVAIM) premises for at least 6 & 1/2 hours (Six and Half Hours) a day and do the assigned teaching, administrative and other activities for the development of yourself, the students and the institute (PTVAIM).

PTVAIM 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 PTVAIM's faculty members.

Your contribution to the Institute including students' feedback, contributing to co-curricular & extra - curricular, placement initiatives, management development programs, research and publication etc. will be integral to our assessment of your performance.

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



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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.

#### 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 PTVAIM 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 Institutè 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

- Your service can be terminated without giving any notice during probation.
- 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.
- Your service can be terminated by giving a notice of one month in writing or one month's salary in lieu thereof by the Management of PTVAIM.
- 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 (PTVAIM), and Parle Tilak Vidyalyaya 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. B. Shelke*

Director  
PTVA's Institute of Management  
Chitrakar Ketkar Marg,  
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.....3



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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. Medical Fitness**

This offer is being made to you subject to you being found medically fit.

**10. 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 PTVAIM 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 sincerely,  
For & On behalf of PTVA's Institute of Management

**Dr. Tejashree Deshmukh**  
In-charge Director



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

Having read and understood the aforesaid offer, I convey my acceptance of above terms and conditions.

Place: Mumbai

Date:

Signature:

Name: Mrs. Asavari Mandar Mehandale

From: Mrs. Aswari Mehudale

Shree Punjab  
Andheri East  
Mumbai 400 093

Date: 07<sup>th</sup> May 2024.

To,

Director  
PTVA Institute of Management  
Vile Parle East  
Mumbai 400 057.


Dear Madam,

Due to emergence of prolonged illness of my father, I regret to inform that I will not be able to continue my association with the Institute.

I request you to please relieve of my position with the Institute.

Thanking you

A. M. Mehudale  
(Aswari Mehudale)

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





May 07, 2024

Ref. No.5137A/2024

**Relieving Order**

**Mrs. Asavari Mehendale** was working in our institute from 10/04/2023 as **Assistant Professor**. She was appointed as **Assistant Professor** on Ad-hoc basis from 10/04/2023. She has tendered her resignation on 07/05/2024. The same has been accepted with immediate effect and she is relieved from the duty today, i.e. 07<sup>th</sup> May 2024 after the office hours.

We wish her all the best for her future endeavour.

**Dr. Tejashree Deshmukh**  
**Director**  
**PTVAIM**



**Director**  
**PTVA's Institute of Management**  
**Chitrakar Ketkar Marg,**  
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