

Outward No. 2386/2016

01.06.2016

To

**Mrs. Sucheta Patwardhan Pawar**  
24, Akshay Bungalow,  
Om Siddharaj Society,  
Kajupada, Borivli [East],  
Mumbai 400 066.

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

Madam,

This is with reference to your application dated 21<sup>st</sup> May 2015 for the post of Assistant Professor-Economics / General Management and subsequent interview before the selection committee on 1<sup>st</sup> June 2016, I am to inform you that you have been appointed as Assistant Professor on Ad-hoc basis for the academic year 2016-17 for the period of eleven months w.e.f. 1<sup>st</sup> July 2016, against one of the vacant posts on the following terms and conditions:

**1. Salary**

You will be paid consolidated salary of Rs. 60,000/- (Rupees Sixty Thousand only) per month.

**2. Discipline**

As per prevailing norms, you are required to remain present in the institute (PTVA's IM) premises for at least 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. 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.



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

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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. 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

- During your adhoc 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 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.

#### 6. Validity of Information

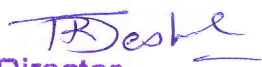
The appointment is offered to you based on the information provided by you in writing and during the course of subsequent correspondence and meetings. In the event of any of the information provided by you being found to be incorrect, the Management of the Institute will view it seriously and at its discretion will take appropriate action.

#### 7. Policies, facilities and amenities

- 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.

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

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PTVA'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

Continuation Sheet

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**8. Medical Fitness**

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

**9. Change of Address**

You will keep the Institute informed about the change, if any, of your residential and permanent address.

**10. Date of Joining**

You are requested to join your duties on or before 5<sup>th</sup> July 2016 alongwith the originals for proof of date of birth, qualification and experience as well as relieving certificate.

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.

Yours faithfully  
For PTVA's Institute of Management

Dr. Harish Kumar S. Purohit  
DIRECTOR

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

Place: Mumbai

Date: 02/06/2016

Signature: .....

Name:

2/6/16  
Mrs. Sucheta Patwardhan Pawar



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