

#### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & **COMMERCE**

Affiliated to University of Mumbai www.shrigpmcollegeandheri.org shrigpm@gmail.com

#### 2.4.1 (B) MANAGEMENT APPROVED TEACHERS

# **MANAGEMENT APPROVED TEACHERS**







# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

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Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai – 400069. 🕜 : 8928387197 / 8

# Percentage of full-time teachers against posts sanctioned during the last five years:

Total number full time	183
teachers during last five years	
Total number of sanctioned	183
posts/Required position for	
full time teachers	
Full time teachers Percentage	100%



I/C Principal
Shri G.P.M. Degree College of Sci & Comm.
Rajershi Shatu Maharaj Raed.
Telli Gati, Andren (E), Munbai-400 069



# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

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I/C Principal
Shri G.P.M. Degree College of Sci & Comm.
Rajershi Shefu Maharaj Road,
Telli Gatil, Andren (E), Mumbai-400 069



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I/C Principal
Shri G.P.M. Degree College of Sci & Comm.
Rajershi Shutu Maharaj Road,
Telli Gati, Andhen (E), Murtaia-400 069



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# Appointment Letters From Academic Year 2018 - 23



I/C Principal
Shri G P.M. Degree College of Sci & Comm.
Rajarshi Shafu Manaraj Road,
Tall Gall, Andhen (E), Mambai 400 069

# **Academic Year 2018 - 2019**





# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbai.

Junior College: Affiliated to Mahareshira State Board of Secondary & Higher Secondary Education Pune. Relarghi Shehu Maharaj Road, Andheri (E), Mumbei - 400089. ©:2684-0822/2683-3455

Date: 18/06/2018

Miss. Disha Govelkar 105 A- Wing, Divya Apartments Malad (East) Mumbai-400097

#### Letter of Appointment

#### Miss. Disha Govalkar

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri – East for the position of Asst. Professor, We would like to avail your service with effect from 18/06/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 18/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 18,000/ (Eighteen Thousand Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in odvance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty
working days or proportionate assignment amount in fleu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fleu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriquium / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by Indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and resolutions as prescribed by the management from time to time and any breach of the conditions shall ented action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same at a tagoment anywhere in India. You can also be sent on deputation to other institutions by the management fayou are bound to accept it. 36. You agree that the emoluments / dost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strict ander jurisdiction of Mumbai Court's only.

38. The above terms and conditions of assignment are subject to change if you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and compare nt to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DEF / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other principal statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to centhrough biometric device by punching every day at the time of arrival in the college. Salary shall be calculated as per the biometric attendance. 03 latenday's absence from college. Every employee of the College shall check his attendance of any discrepancy due to his lapses or otherwise, immediately bring it to otherwise college will not be responsible for the same. Any attendance of the end of the said day.

41. Your performance shall be reviewed on semester basis. If vocunsatisfactory, then your services may be terminated in mid-session also if the above terms and conditions are acceptable to you, please consassignment terms, by signing and returning one copy, for our records. If photocopy of government photo identification (such as driving license / copy of the letter. If no reply accepting the assignment terms is submitted cancelled and void.

We look forward to working with you in an institution that is challenging the first during and striving towards excellence in the field of education.

Your's truly,

For, Stirl G.P.M. Degree College of Science & Commerce

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have appeared to all the and conditions as to a liented in the above Letter of Appointment.

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Date: 18/06/2018

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# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Dagree College : Affiliated to University of Mumbol.

Junior College : Alfillated to Mahamahtra State Board of Secondary & Higher Secondary Education Pane. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbal - 400069. 4::2684 0822/2683 3455

Date: 01/05/2018

Miss, Farha Shaikh 108 O- Wing, SAHA Apartments . Bandra (East) Mumbai-400051

#### Letter of Appointment

Miss, Parha Shaikh

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2008 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will putomatically end on the above mentioned data and separate notice will not be issued in this benalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Compotent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 18,000/ (Eighteen Thousand Hundred Only) per month. Statutory deductions will be as applicable by the law.

Your empluments etc. are strictly confidential and should not be shared or informed to others.

S. The Paid Leave for the entire Academic year is maximum of B days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be disimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment

and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcupy. Resignation without a required notice

period is not acceptable.

9, in case where your request for termination of assignment is accepted during the academic year, it is mandstory that you should give a notice period of at least thirty working days or proportionate assignment amount in Neu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated

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11. You will be working from the institution premises for 6 days in a week as per the schedule leid by your Frincipal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weedy off / during Holidays.

12. This assignment and your communition are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the insulation policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

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15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various to curricular activities, programs and events organized

by the institution.

17. You will portake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of

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19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely faithign based on the norms had by the institution.

20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private fulliant / Coaching Class / any other assignments etc.

21. You will inculcate positive attributes including that of cleanliness, meatness and respect for orderly

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22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.

23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, contocality or community etc.

24. You will not indulge in consumption of intoxicant of any land whats over. You will not smake / chew

tobacco / gutka / pan inside the institution premises and / or nothe presence of students. 25. The institution expects you to follow a dress code, which helps you be now demonstrably and at the same time project a professional image to our students, perents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and mainteen proper dress code and general appearance during the working hours. You are expected to dress neatly and im a manner consistent with the

duties being discharged. 26. You will observe and adhere to all rules & regulations, office or ms and / or settlements of the organization as may be applicable. You will discharge such duties as m + v assigned to you including non-

teaching duties.

27. In case there is any change in your qualification/s, residential address, and the number, mobile number, you will intimate the summer writing to the office within three days like such change/s recorded; not providing the updated information would . 28. You agree not to engage yourself directly or indirectly in any services any work / business other than that of the institution and shall not as .... image or personality be used by any media or other organization / In: . . .

of this management in writing. 29. You will maintain all information, documents and / or materials your engagement in strict confidence. You will not copy or make expect in conjunction with your work for the organization. You will make public, expect on legal obligation, any information regarding ( ). out whether the same made known / available to you or become to of your assignment

30. You may be issued some materials such as business, stationery, property of the organization. You agree to return them in good sha

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31. This letter impresses the understanding between you and the lphamatter and supersedes all prior proposals, agreements, representate 32. This letter is being issued to you on the basis of information  $\mathbf{p} m$ at the time of interview. Original copies of the certificates, testimes: should be submitted along with the photocopies for verification. If  $\sigma$ false or if you are found to have willfully suppressed any material into be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship when the whip, or joint venture between you and the organization.

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37. In case of all dispute / confusion / derification related to the : organization shall be final and binding. All legal disputes would i

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We look forward to working with you to an institution that is at 1" excellence in the field of aducation.

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Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce

(Dr. Mrs. Vandaha Sinha)

Principal

I have read, understood and have appreciate in terms and conduction

Appointment.

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Miss, Faria Shmkh Date: 01/06/2018







Degree College : Affiliated to University of Mumbel.

Junior College: Affiliated to Minharsahire State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andheri (E), Murribai - 400069, 2:2684-0822/2683-3455

Date: 01/06/2018

Mrs. Geeta Rambali Yadav Lok Seva Chawl, pump House Jijamata Road, Andheri East Murabai-400093

#### Letter of Appointment

Mrs. Geeta Rambali Yadav

it is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

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3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 19,000/ (Nineteen Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

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upon the separation.

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32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between

you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / dartification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Secretic parts.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of inturview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / NCTE / NCTE / Number University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Sulary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a sulf-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and rold.

We look forward to working with you in an Institution that is challenging, stimulating and striving towards excellence in the field of education.

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Mambas-09

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all the first and conditions as mentioned in the above Letter of Appointment.

Mrs. Geeta Rambali Yadav

Date: 01/06/2018





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbal.

Junior College : Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Pures. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbal - 400069. ©:2684 0622/2693 3456

Date: 01/06/2018

Mr. Kelfashnath Amamath Pandey 162, Mohan Bidg., Laxmi Chawi, R- No 8 A, Jss Road, Girgson Mumbai-400004

#### Letter of Appointment

Mr. Kailashnath Amarnath Pandev

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Anotheri - East for the position of Aast. Professor. We would like to avail your service with effect from 01/05/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the analgoment, your all inclusive cost to organization, also termed as Cost to Company I.a., CTC, hereinafter referred as emoluments will be Rs. 18,000/ (Eighteen Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the ecademic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Lowe cannot be encased. The same cannot be defined as matter of right.

6. You understand and accept that during the middle of scademic year, you will not terminate the assignment

and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of all teast thirty working days or proportionate assignment amount in fleu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice

period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unguilitorized absence from duty for the days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated

on account of abandonment and no dalm will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holldays.

12. This assignment and your continuation are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

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15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized

by the institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of students.

19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.

20. You will not abuse your professional position for personal profit in aveney, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.

21. You will inculante positive attributes including that of cleanliness, neatness and respect for orderly

behavior in the students.

- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.

25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neathly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-

teaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent

of this management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's offsits or work carried out whether the same made known / available to you or become known / available to you during the term of your assignments.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization

upon the separation.

31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between

you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.

38. The above terms and conditions of essignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Satary shall be calculated as per the biometric attendance. Of late remark will be treated at one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be extertained after the end of the said day.

41. Your performance shall be reviewed on semester basis, if your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / pessport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

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Your's truly,

For, Shri G.P.M. Degree College of Science & Committee

(Dr. Mrs Vandana Sinha)

**Principal** 

I have read, understood and have agreed to attracting and conditions as mentioned in the above Letter of Appointment.

Mr. Kelleshnoth Amarnath Pandey

Date: 01/06/2018







# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbal. Junior College: Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Pune. Rejarshi Shahu Meharaj Road, Andheri (E), Mumbal - 400069. @:2684 0822/2683 3455.

Date: 01/06/2018

Ms. Kausar Attar D-1002, Sagar Height Sakinaka. Andheri (East) Mumbal-400072

#### Litter of Appointment

#### Ms. Kauser Attar

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same wall automatically end on the above mentioned date and separate notics will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rr. 20,000/ (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid feave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same connot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in Neu thereof without assigning any reason thereof. 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice

period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice uncles any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no dalm will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a work as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and ill required on weeldy off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the horizoning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- **41.** Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandaha Sinha)

Principal

I have read, understood and have with the above Letter of Appointment.

Andmort (B)

Ms. Kausar Attar

K. Atteck

Date: 01/06/2018





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Dogree College : Affiliated to University of Mombal.

Junior College : Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Pure. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. 0:2684-0822/2683-3455

Date: 1.1/04/2018

Ms. Komal Dubey Room No 1, Anand Nagar, Marol Pipe Line, Andheri east Mumbal-400059

#### Letter of Appointment

#### Ms. Komal Dubey

tt is our pleasure to welcome you to be a part of 5hri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 13/05/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 13/06/2018 and ends on 30/04/2019, Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 16,500/ (Shiteen Thousand Five Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is canctioned. Leave cannot be encased. The same cannot be disinted as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in the thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

13. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

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15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized

by the institution.

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19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.

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21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly

behavior in the students.

- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.

- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we site a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
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30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization

31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management enywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of Interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shell be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any ettendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis, if your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no rapky accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's bruly,

For, Shri G.P.M. Degree College of Science & Communice.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to the first and conditions as mentioned in the above Letter of Appointment.

Andhari (E)

Mumbal-69

Ms. Komal Dubey Date: 13/06/2018







# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbai.

Jurior College : Affiliated to Meharachtra State Sound of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andheri (E). Mumbai - 400089. @:2684 0822/2683 3455

Date: 01/06/2018

Mr. Lavkush Kumar Shukla Amhawadi, S.V. Road, Mariyam Bai Chawl, Rahim Baug, Room No 6, Dahisar East, Mumbal-400068

#### Letter of Appointment

Mr. Lavkush Kumar Shukla

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 17,000/ (Seventeen Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as malter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice. period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assistment. amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management, You will attend the institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and If required on weekly off / during Holldays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) (It by an authorized and recognized Medical Practitioner.

18. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and owness organized

by the institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of

students.

19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.

20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other

21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly

behavior in the students.

- 22. You will build and maintain cooperative relationships with students, perents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smake / chew tobacco / gutka / pan incide the institution premises and / or n the presence of students.

25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neath; and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-

reaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipling.

28. You agree not to engage yourself directly or Indirectly in any service or be concerned in any monner in any work / business other than that of the institution and shall not associate yourself or let your work, name, Image or personality be used by any media or other organization / Institution without the expressed consent.

of this management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization

upon the separation.

31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersades all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records. should be submitted along with the photocopies for verification. If any declaration given by you prevestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between

you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations at prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are tradivent or found guilty of dishonasty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause?

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 35. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / derification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution, under rules and regulations prescribed by AICTE / OTE / MCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an Institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

[Or. Mrs. Vandana Sinha]

Principal

I have read, understood and have a member of turns and conditions as membered in the above Letter of Appointment.

Mary and 02

Mr. Cavkush Kumar Shukla

Date: 01/05/2018

# Sort, Shyampatidevi Mishra Educational Trust's SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE



Junior College: Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Pune. Degree College : Affiliated to University of Mumbal Rojarshi Shano Mataraj Rosa, Andher (E.), Muningt - 400069, 41,3684-0822/2883-3455

Date: 12/07/2018

Mr. Lexmon Chaudhary C-303 Alianuri Achole Road. Near Nadbramba Shiv Mandir. Maiasopara (E) , Mumbai-401209

#### Letter of Appointment

Mr. Mr. Launton Chaudhary

It is our pleasure to welcome you to be a part of Shri-G.P.M. Degree College of Science & Commerce at Andheri East for the position of Asst. Professor, We would like to avail your service with effect from 12/07/2018. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 12/87/2018 and ends on 30/64/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company. i.e., CIC, hereinafter referred at empluments will be Rs. 18,000/ (Eighteen Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days, in case if you join after commencement of the academic year, you would be entitled for leave purely and only on a fivorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of scademic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty. working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assumment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and If regulred on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.
- 14. You will be responsible in the general organization of all activities including holding periodical disamination, assessment, Non-Teaching Assignments etc.

- You will, in cooperation with other institution authorities, share the responsibility of setting up and enalitaining a learning environment suitable to the task and students.
- You will help organize and partalle in the various co-corricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, salte, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatspever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a drest code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality by used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all-prior proposals; agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment reports should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and disopline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumba: University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. On fate remark will be treated as one day's absence from college. Every amployee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree Coilege of Science & Engineerce.

(Dr. Mrs. Vandana Sinha)

Principal

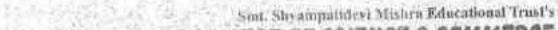
I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Angenn (E)

Mr. Laxman Chaudhary

Date: 17/07/2018





# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE



Junior College: Affiliated to Meharashina State Board of Secondary & Higher Secondary Education Plans. Rejectif Shahu Mahacei Roud, Andhert (E), Mumbai - 400060, 2: 2084-0829/2683-3458

Date: 01/06/2018

Ms. Mamta Yaday 10/28 Moraya Chawl, Nay Shakti Nagar, Jogeshwari East Mumbal-400102

#### Letter of Appointment

Ms. Mamta Yaday

It is our pleasure to welcome you to be a part of Shri S.P.M. Degree College of Science & Commerce at Auchieri East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed for writing (cased on mutually accepted scope and terms), the same will automatically end on the above mentioned date and suparate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your oil inclusive cost to organization, also remed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 22,000/ [Twenty-Two Thousand Only) per month. Statutory deductions will be as applicable by the law

4. Your empluments etc. are strictly confidential and should not be chared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days, in case if you join after commencement of the academic year, you would be estitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same campor be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment. and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-mote by giving a notice period of at least thirty. working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mendatory that you should give a notice period of at least thirty working days or proportional assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 5 days in a week as par the schedule laid by your Principal or the Person authorized / designated by the Principal / Management, You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and If required an weekly off I during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution,

14. You will be responsible to the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment softable to the task and students.
- You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- You will prepare and provide oral / written assessments relating to the learning and development of students.
- You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, purents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever, You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of Hence, it is essential that you take pride in your appearance and maintain proper cross code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties at may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, lendline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any modes or other organization / institution without the expressed consent of this management in writing.
- 25. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence, you will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or disulge or make public, expect on legal obligation, any information regarding the organization's affairt or work comied out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have wildfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this littler shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment us may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / OTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the blometric attendance. 03 late remark will be treated as one day's obsence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the auaignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

SE COL

Mumbell-89

(Or. Mrs. Vandana Sinha)

Principal

I have read, understood and have appear to all terms and conditions as mentioned in the above Letter of Appointment.

Ms. Manita Yadav Date: 01/06/2018







# Degree College : Affiliated to University of Numbel.

Junior College : Affiliated to Makarashtra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. Ø:2684 0822/2683 3455

Date: 01/06/2018

Mr. Mannu Brijbhuhan Singh 8/405 Dwarlka Mai Chs. 9D Feet Road, Mulund East, Mumbai 400081

#### Letter of Appointment

Mr. Mannu Brijbhushan Siogh

It is our pleasure to welcome you to be a part of Sixti G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The

terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on nurtually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be

specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-indusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 17,000/ (Seventeen Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case II you join after commonsument of the scademic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be dalmed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment

and leave the institution without written consent of the computent / designated authority.

7. This assignment may be terminated by the institution sub-muto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice

period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment. amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated

on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum Ineeds of the students and the Institution.

14. You will be responsible in the general organization of all activities including holding periodical enumination.

assessment, Non-Teaching Assignments etc.

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized

by the institution.

17. You will particke in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

1B. You will prepare and provide oral / written assessments relating to the learning and development of students.

19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.

20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.

21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly

behavior in the students.

- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.

25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of thence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-

teaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent.

of this management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

3D. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization

upon the separation.

31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for varification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between

you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, incliscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and f or reason without my assignment amount as mentioned in clause f.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai

Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as

and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NOTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis, if your performance is found to be

unsatisfactory, then your services may be terminated in mid-session also.

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Andher!

Mumbal-68

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no raphy accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandima Sinha) Principal

I have read, understood and have the property of terms and conditions as mentioned in the above Letter of Appointment.

Mr. Mennu Brijbhuhan Singh Date: 01/05/2018



Smt. Shyampatidevi Mishra Educational Trust's



## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Murabel. Junior College : Affiliated to Makarashtra State Soard of Secondary & Higher Secondary Education Pure. Rajarshi Shehu Maharaj Road, Andheri (E), Murabel - 400069, ©:2684 0622/2683 3455

Oate: 01/06/2018

Mr. Manoj Neda B 1101-02 Spectra, Veera Desai Road, Andherl West, Mumbal 400053

#### Letter of Appointment

Mr. Manoi Heda

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Ancheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company I.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in live of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

33. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized

by the institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of

tudents.

- 19. You will carry our student essessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by incluiging in activities such as Private tuitions / Coaching Class / any other essignments etc.

21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.

22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.

23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

- 24. You will not induige in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neathy and in a manner consistent with the duties being discharged.

25. You will observe and adhere to all rules 6, regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-

eeaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divide or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

30. You may be issued some materials such as business stationary, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization

upon the separation.

- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you prevestable take or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this latter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobadiance, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management 6 you are bound to accept it.
36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / derification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal

Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as

and when the changes are effected which will be binding on you.

99. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be angaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entartained after the end of the said day.

43. Your performance shall be reviewed on semester basis. If your performance is found to be

unsatisfactory, then your services may be terminated in mid-session also.

Andheri (E)

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-accepted photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Mv. Manoj Heda Date: 01/06/2018





Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mambai.

Jurior College : Affiliated to Mahatashba State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Meherej Road, Andheri (E). Mumbai - 400069. ©:2884-0822/2683-3455

Date: 01/06/2018

Mis. Meena Banarsiram Jaiswar C/O budha Vihar, Near Punjabi Colony, Shastri Nagar, Uihasnagar 3, Uihasnagar -421003, Nih-India

#### Letter of Appaintment

Ms. Meena Banarsiram Jalswar

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri – East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/05/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company I.e., CTC, hereinafter referred as emoluments will be Rs. 17,000/ (Seventeen Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave carnot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in Eeu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no datm will be emercained in this behalf.

11. You will be working from the Institution premises for 6 days in a week at per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and ovents organized

by the institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of

students.

19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.

20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.

21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly

behavior in the students.

22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.

23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.

25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-

teaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent.

of this management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents aspect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on logal obligation, any information regarding the organization's affeirs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization

upon the separation.

31. This letter expresses the understanding between you and the organization with respect to the subject matter and superseder all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification, if any declaration given by you preventable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between

you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it.
36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and comform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Confusion.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AKTE / DTE / NCTE / Mumbel University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric davice by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late namerk will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving ticense / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(fir. Mrs. Vandana Sinha) Principal

I have read, understood and have appeared forms and conditions as mentioned in the above Letter of Appointment.

Anahuri (E.) Musthal-59.

Ma. Meena Banarsiram Jaiswar Date: 01/06/2018





Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbai.

Junior College : Affiliated to Mahamahira State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ©:2684 0822/2683 3456

Date 01/06/2015

Mr. Mohammad Tahir Ansari 2/15, Sakina Bai Chawl, Parsiwada. Sahar Road, Andherl-East, Mumbai 400099

#### Letter of Appointment

Mr. Mohammad Tahir Ansari

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andherl - East for the position of Asst. Professor. We would like to avail your service with affect from 01/06/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 18,500/ (Fighteen Thousand Five Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you Join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no dalm will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

1/3

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the verious co-comicular activities, programs and events organized

by the institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of students.

19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms faid by the institution.

20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tultions / Coaching Class / any other assignments etc.

21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly

behavior in the students.

22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.

23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is

imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.

25. The Institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistant with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-

teaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent

of this management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization

upon the separation.

31. This letter expresses the understanting between you and the organization with respect to the subject matter and supersedus all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have withulty suppressed my meterial information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between

you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entall action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this metter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37, in case of all dispute / confusion / clarification related to the terms of this latter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal

38. The above terms and conditions of assignment are subject to change & you will be communicated as

and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal In our Institution under rules and regulations prescribed by ACTE / OTE / MCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed

eg. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. D3 late remark will be treated as one day's absence from college. Every employee of the College shall check his intendence daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

\$1. Your performance shall be reviewed on semester basis. If your performance is found to be

unsatisfactory, then your services may be terminated in mid-session also.

Andheri E

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If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Sciamins & Commerce.

(Dr. Mrs. Vahithma Sinha)

Principal

He . Th I have read, understood and have a read to all terms and conditions as mentioned in the above Letter of Appointment.

Mr. Mohammad Tahir Ansari Date: 01/06/2018



Smt. Shyampatidevi Mishra Educationa) Trust's



# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree Collège : Affiliated to University of Mumbal. Junier Collège : Affiliated to Mehersshire State Board of Secondary & Higher Secondary Education Pune. Rajarchi Shehu Maharej Roed, Ancheri (E), Mumbal - 400069, Ø:2684 0622/2683 9455

Date: 01/05/2018

Ms. Neetu Remchandra Pandey 1203, 2c, N.G. Sundty, Kandivali (E), Mumbal 400101

#### Letter of Appointment

Ms. Neetu Ramchandra Pandey

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Assi. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2013 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 17,000/ (Seventeen Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.

You understand and accept that during the middle of atademic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in Neu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandenment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the achedule faid by your Principal or the Person authorized / designated by the Principal / Management, You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriets.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which halps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and gut such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai

Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbel University / Misharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have blametric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's obsence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be

unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

**Principal** 

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Andher! (E)

Mumbal-03

Ms. Neetu itamchandra Pandey

Date: 01/06/2018







### Degree College: Affiliated to University of Mumbel

Junior College : Affiliated to Maharashire State Board of Secondary & Higher Secondary Education Pane. Rejarchi Shahu Maharaj Road, Andhari (E), Mumbai - 400069, @:2684-0822/2683-3455

Date: 23/08/2018

Ms. Neha Bhushan Sawant Room No S Bhola Munshi Chawi, Natwar Nagar Road No 5, Jogeshwari (E) Mumbai-400060.

#### Letter of Appointment

Ms. Neha Bhushen Sawant.

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 23/08/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 23/06/2016 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 18,000/ (Eightean Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in feu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in Neu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

21. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning emironment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized

by the institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of

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19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.

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21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly

behavior in the students.

- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pen inside the institution premises and / or n the presence of students.

25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-

teaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent

of this management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

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upon the separation.

31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship or pertnership, or joint venture between

you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entell ection, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / dutienated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / OTE / NCTE / Mumbai University / Mabarashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your parformance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have up to the above Letter of Appointment.

Andher! (#)

Muntaut-60

Ms. Neha Bhushan Sawant

Date: 23/08/2018



### Smt. Shyampatidevi Mishra Educational Trust's SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE



Degree College : Affiliated to University of Number.

Junior College | Affiliated to Maharashon State Board of Secendary & Higher Secondary Education Pure. Rajarehi Shehu Meharaj Road, Andheri (E), Mumbal - 400069. 4::2684 0622/2683 3455

Date: 11/06/2018

Ms. Nikita Malap Old Hanaman Building, 1st Floor, Room No 32, Chunam Lane, Dr. D.B. Marg. Grant Road East) Mumbai-400007.

#### Letter of Appointment

#### Ms. Nikita Malap

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri East for the position of Asst. Professor. We would like to avail your service with effect from 11/06/2018. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 11/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf,
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinalter referred as emoluments will be Rs. 16,500/ (Sixteen Thousand Five Hundred Only) per month. Statutory deductions will be as applicable by the law.
- Your empluments etc., are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days, in case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty. working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holldays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) (it by an authorized and recognized Medical Practitioner,
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition. You are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination. assessment, Non-Teaching Assignments etc.

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-corrigular activities, programs and events organized

by the institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of

19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely finished based on the norms laid by the institution.

20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other

21. You will incultate positive attributes including that of describess, neatness and respect for orderly

behavior in the students.

22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.

23. You will promote harmony and goodwill among the pupils and ensure no distrimination of any kind is

imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutta / pan inside the institution premises and / or n the presence of students.

25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper cress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-

Leaching duties.

27. In case there is any change in your qualification/s, residential address, landling number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.

29. You will maintain all information, documents and f or materials gathered by you during the course of your angagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or disalge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term. of your assignment.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization

upon the separation.

31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false on if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between

you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvered or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notion and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal County and

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. Os late remark will be treated at one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attented photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this fetter shall be deemed as cancelled and yold.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Andherl (E)

Mumbal-09

(Dr. Mrs. Vandama Sinha)

Principal

I have read, understood and have seed foul terms and conditions as mentioned in the above Letter of Appointment.

Ms. Nitita Malep Date: 11/06/2018







### Degree Callege : Affiliated to University of Mumbal.

Junior College : Alfilleted to Mahareshtra State Sound of Secondary & Higher Secondary Education Pane. Rajarshi Shahu Maharej Road, Andheri (E), Mumbai - 400069, Ø:2684 0822/2683 3455

Date: 02/07/2018

Mr. Niraj Kurnar Pandey 109, A-Wing Ankur Apt, Kenyapeda, Film City Road, Goregaon East, Mumbai 400069

#### Letter of Appointment

Mr. Niraj Kumar Pandey

It is our pleasure to welcome you to be a part of Shril G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 02/07/2018. The

terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 02/07/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be

specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 18,000/ (Eighteen Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The amployee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment

and leave the institution without written consent of the competent / designated authority.

This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice

period is not acceptable.

9. In case where your request for termination of essignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandenment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated

on account of abandonment and no daim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

18. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including helding periodical examination, assessment, Non-Teaching Assignments etc.

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15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized

by the institution.

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25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

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27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent

of this management in writing.

29. You will maintein all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization.

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31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.

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We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

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Mumbat-69

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have appending afterms and conditions as mentioned in the above Letter of Appointment.

Mr. Niraj kumar Pandey

Date: 02/07/2018







## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree Callege : Affiliated to University of Numbai.

Junior College | Affiliated to Materiahira State Board of Secondary & Higher Secondary Education Pure. Rejarshi Shuhu Meharaj Road, Andheri (E), Mumbai - 400069, ©:2684 0822/2883 3455

Date: 01/06/2018

Mr. Parag Gala 109, A-Wing Ankur Apt, Kanyapada, Film City Road, Goregaon East, Mumbai 400069

#### Letter of Appointment

#### Mir. Parag Gala

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically enti on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 18,000/ (Eighteen Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be dalmed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
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- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
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- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disabedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / ciarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mombal University / Maharashtra Scate Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have bidmetric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed popy of the letter, if no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce

(Dr. Mrs. Vanifaha Sinha

Principal

I have read, understood and have agreed to all harms and conditions as mentioned in the above Letter of

Andheri (6)

Mumbel-69

Appointment.

Mr. Parag Gala Date: 01/06/2018





Degree College : Affiliated to University of Numbal.

Junior College: Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Mahara) Road. Andheri (E). Mumbai - 400069. @:2684 0822/2683 9455

Date: 21/06/2018

Ms. Pooja Patel Chanduramji Patel Chawl, Ambawadi, Kurar Village, Malad East, Mumbal 400097

#### Letter of Appointment

#### Ms. Poola Patel

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Ancher] - East for the position of Asst, Professor, We would like to avail your service with effect from 21/06/2018. The terms and conditions of your assignment are as follows:

- 1. Your assignment for a fixed period commences from 21/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 18,000/ (Eighteen Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Pald leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till II is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- Vou understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in field of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 6 days in a week as per the schedule faid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment. Non-Teaching Assignments etc

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- **16.** You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their familles by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
- 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / OTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have appeared forms and conditions as mentioned in the above Letter of Appointment.

Andherl (b)

MISTON-SB

Ms. Pooja Patel Date: 21/06/2018





Smt. Shyampatidevi Mishra Educational Trust's

### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Murrial.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rejershi Shahu Maharaj Road. Andheri (E), Mumbai - 400069. ②:2664-0822/2683-3456

Date: 06/06/2018:

Mr. Pradeep Singh Room No 78 Lai Bhadur Nagar, Salt Pan Road Wadala, Mumbal-400087.

#### Letter of Appointment

Mir. Pradeep Singh

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asat. Professor. We would like to avail your service with effect from 06/06/2018. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 06/06/2018 and ends on 30/04/2019. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your ecountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, horninafter referred as emoluments will be Rs. 17,500/ (Seventeen Thousand Five Hundred Only) per month. Starutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be defined as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

13. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management, You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment autuble to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and neview of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, meanness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever, You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, rusidential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or civulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the contributes, testimonials and previous employment records should be submitted along with the photocopies for verification, if any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

DLLEG

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce

(Dr. Mes. Vandana Sinha) Principal

I have read, understood and have have terms and conditions as mentioned in the above Letter of Appointment.

Mr. Pradeep Singh Date: 06/06/2018







### Degree College : Affiliated to University of Numbel.

Junior College : Affiliated to Maharashku State Board of Secondary & Higher Secondary Education Pene. Rejerahi Shahu Mahara) Road, Andheri (E), Mumbai - 400069. ©:2684-0822/2683-3455

Date: 01/06/2018

Ms. Priya Poojari Room No -70, kunaswadi, Marve Road, Kharodi Village, Malad-West, Mumbai- 400095.

#### Letter of Appointment

Ms. Priya Poojari

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless end until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 17,000/ (Seventeen Thousand Only) per morth. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days, in case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be delined as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fleu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no dalm will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
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- 23. You will promote hermony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pen inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a drass code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Menke, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or disulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
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- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Mathing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34, You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is finel in this matter, you are insolvent or found guilty of dishonesty, disabedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by usdetrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal. in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbei University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutury / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the blometric attendance, 03 late remark will be treated as one day's aissence from college. Every employee of the College shall check his attendance daily basis and in caseof any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards. excellence in the field of education.

Your's truly,

For, Shri &.F.M. Degree College of Science & Commerce.

Andheri III

Monibal 63

(Dr. Mrs. Vandalna Sinba) Principal

Appointment.

I have read, understood and here were larger terms and conditions as mentioned in the above Letter of

Ms. Priya Poojari Date: 0L/06/2018





Scat. Shvannatidevi Mishra Educational Trust's

### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbel.

Junior College : Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Pulse. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. Ø:2684-0822/2683-3455

Date: 26/06/2018

Mr. Rajesh Yadav 202/A, Salsadan Ehs, Mhada, Malwani, Melad-East, Mumbai- 400095:

#### Letter of Appointment

#### Mr. Rajesh Yadav

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 26/06/2018. The terms and conditions of your assignment are as follows:

- 1. Your assignment for a fixed period commences from 26/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 16,500/ (Stateen Thousand Five Hundred Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be distinct as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holldays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes so appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the histitution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatify and in a manner consistent with the duties being discharged.
- 26. You will observe and adhers to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimute the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or jet your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's effairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 52. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification, if any declaration given by you provestobe false or if you are found to have willfully suppressed any meterial information, this assignment will be liable to be terminated without any notice.
- 53. Nothing in this letter shall be deemed to create any relationship or partnership, or joint vanture between you and the organization.

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- 37. In case of all dispute / confucion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and segulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
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If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinh

Principal

I have read, understood and have the mail terms and conditions as mentioned in the above Letter of Appointment.

Mr. Rajesh Yadav Date: 26/06/2018







# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbel.

Junior College : Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Pene. Rajarshi Shahu Muharaj Road, Andheri (E), Mumbal - 400069, 0:2684 0822/2689 3456.

Date: 01/06/2018

Mr. Ralitram Yaday Room No-7, Shamunath Shulde Chawl. Mirmai Nagar, Khar East, Mumbal- 400051.

### Letter of Appointment

#### Mr. Railtram Yadav

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asat. Professor. We would like to evall your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter reterred as amoluments will be Rs. 18,500/ (Eighteen Thousand Five Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

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We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Stimula & Commerce.

Mumbal-89

(Dr. Mes. Vandana Sinha) Principal

I have read, understood and have in the all terms and conditions as mentioned in the above Letter of Appointment.

Mr. Rajitram Yadav Date: 01/06/2018







## Dogrey College: Affiliated to University of Munibal.

Junior College : Affiliated to Mahamahiru State Board of Secondary & Higher Secondary Education Pune. Religion | Shahu Mehara; Road, Andheri (E), Mumbal - 400069, 2:2684-0822/2683-3455

Date: 01/06/2018

Mr. Raju Mistry N.B. Chawl, Jagruti Soc, R.K. Singh Marg. Old Nagardas Road, Andheri East Mumbai- 400069.

#### Letter of Appointment

#### Mr. Raju Mistry

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commances from 01/06/2018 and ends on 30/04/2019. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
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- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37, in case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by APCTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the sald day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

t have read, understood and have seemed all terms and conditions as mentioned in the above Letter of Appointment.

Mr. Raju Mistry Date: 01/06/2018





## Smt, Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbril.

Judjor College : Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Purss. Rejershi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. Ø:2684-0822/2683-3466

Date: 01/05/2018

Mr. Remesh Kumar Yadav N.B. Chawi, Jagruti Soc, R.K. Singh Marg, Old Nagardas Road, Andheri East Mumbal- 400069.

### Letter of Appointment

Mr. Ramesh Kumar Vadav

this our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Ancheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company I.e., CTC, hereinafter referred as emoluments will be Rs. 17,000/ (seventeen thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty
working days or proportionate assignment amount in lau thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fleu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

1/3

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or Indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of School & Commerce.

Principal

I have read, understood and have to all terms and conditions as mentioned in the above Letter of Appointment.

Mr. Ramesh Kumar Yadav Date: 01/06/2018





Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Numbel.

Junior College: Affiliated to Maherashira State Board of Secondary & Higher Secondary Education Pane. Rajarshi Shahu Maharaj Road, Andheri (E). Mumbar - 400069. ©:2684 0822/2683 3455

Date: 02/07/2018

Ms. Ranjeeta Prajapati 4 Jaan Munir Mohd Sons Chawl, Andheri East Mumbai-400093.

#### Letter of Appointment

Ms. Ranjeeta Prajapati

It is our pleasure to welcome you to be a part of Shri G.F.M. Degree College of Science & Commerce at Andheri - East for the position of Aast. Professor. We would like to avail your service with effect from 02/07/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 02/07/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company I.e., CTC, hereinafter referred as emoluments will be Rs. 18,000/ (Eighteen Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in feu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will propore annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to propore course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Mon-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- **16.** You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or Indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and comform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and computant to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Municipal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Mease also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, atimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce

Andhert 191

(Dr. Mrs. Vandana Sinta)

Principal

) have read, understood and have assess to all terms and conditions as mentioned in the above Letter of Appointment.

Ms. Ranjeeta Prajapati Date: 02/07/2018







Degree College: Affiliated to University of Mumbai.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rejarshi Shahu Maharaji Road. Ancheri (E), Mumbai - 400069. ⊘:2684-0622/2683-3455

Date: 01/10/2018

Ms. Raina Kamble Room No 3, Shobha Sai Chawl, Andheri East Mumbai- 400093.

### Letter of Appointment

#### Ms. Ratna Kamble

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/10/2018. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 01/10/2018 and ends on 30/04/2019. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as envoluments will be Rs. 8,100/(Eight Thousand One Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and panctioned by the Principal. The employee cannot proceed on leave till it is canciloned. Leave cannot be encased. The same cannot be daimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in fleu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

30. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holldays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitionar.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

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- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
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- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
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- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
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- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 24. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or wiolation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your service's are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
  36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric ettendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attasted photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & College College

(Dr. Mrs. Vandaria Sinha)

Principal

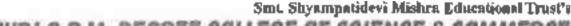
I have read, understood and have arrecent in forms and conditions as mentioned in the above Letter of Appointment.

Andberi on

Mumput-68

Ms. Ratna Kamble Date: 01/10/2018







# SHRI G.P.M DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College: Affiliated to Mahamahira State Board of Secondary & Higher Secondary Education Piene. Rejarshi Shahu Mahamaj Road, Andheri (E), Mumbai - 400069. @:2584 0822/2683 3455

Date: 01/06/2018

Mc. Renuka Jamnadas Soni 401, Badrivishal Building, Ketkipada, Dahisar Mumbal-400068.

### Letter of Appointment

Ms. Renuka Jamnadas Soni

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri • East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The

terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until
the assignment is renewed in writing (based on mutually accepted acope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be

specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 18,000/ (Eighteen Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be dailined as matter of right.

6. You understand and accept that during the middle of academic year, you will not reminate the assignment

and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in fleu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice

period is not acceptable.

- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and raview of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private Lukions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special stills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew-tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neathy and in a manner consistent with the cluties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such dubies as may be assigned to you including non-teaching dubies.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification, if any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also Include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science in Commerce.

(Dr. Mrs. Vandaria Sisha)

I have read, understood and have make the litterms and conditions as mentioned in the above Letter of Appointment.

Andhort (1)

Mumbell-Ba

Ms. Renuka Jamnadas Soni Date: 01/06/2018

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## Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College : Affiliated to Maharashire State Board of Secondary & Higher Secondary Education Pune. Rejarahi Shahu Maharej Road. Andheri (E), Mumbai - 400069. ©:2684-0822/2683-3455

Date: 01/06/2018

Mr. Rohit Gupta Room No 7472/2 Hill No 2, Shivpuri Chawl Chs, Narayan Nagar, Near Ahmedi Masjid Ghatkopar (West), Mumbai- 400086.

### Letter of Appointment

### Mr. Rohlt Gupta

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asat. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will extomatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company I.e., CTC, hereinafter referred as empluments will be Rs. 16,500/ (Sixteen Thousand Five Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your amoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be chained as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice paried of at least thirty working days or proportionate assignment amount in fieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

12. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Seturdays of each worth and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare around plans to the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by Indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of deanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatily and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
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- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
36. You agree that the emolureents / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be fine) and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Printipal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have blometric system of attendance and every teacher has to compulsority, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the blometric attendance. OS late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving literase / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's buily,

For, Shri G.P.M. Degree College of Science & Commerce.

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Andherl III

Mumbai-63

(Dr. Mrs. Vandana Sinha)

**Principal** 

I have read, understood and have record terms and conditions as mentioned in the above Letter of Appointment.

Mr. Rohit Gupta Date: 01/06/2018







# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbel.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rejerchi Shahu Maharaj Road, Andheri (E), Mumbal - 400069. @:2884-0822/2683-3456

Date: 12/07/2018

Mr. Lexman Chaudhary C-308 Alkapuri Achele Road, Mear Nadbramha Shiv Mandir, Nabsopura (E) , Mumbal-401209

### Letter of Appointment

Mr. Mr. Laxman Chaudhery

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri

- East for the position of Asst. Professor. We would like to avail your service with effect from 12/07/2018. The terms and conditions of your assignment are as follows:
- Your assignment for a fixed period commences from 12/07/2018 and ends on 30/04/2019. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. Buring the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.a., CTC, hereinafter referred as emoluments will be Rs. 18,000/ (Eighteen Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid (eave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in Neu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 12. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management, You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holklays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) lit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment. Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
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- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution aspects you to follow a drass code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27, in case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service of be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposels, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for varification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guitty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / OTE / MCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter, if no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Communication

(Dr. Mrs. Vandana Sinha)

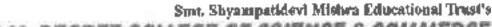
Principal

I have read, understood and have agreed to all their and conditions as mentioned in the above Letter of

Appointment,

Mr. Laxman Chaudhery Date: 12/07/2018







# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbai.

Junior College : Affiliated to Mehersehtre State Epard of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharej Road, Andheri (E), Mumbal - 400069, 10:2684 0822/2683 3455

Date: 01/06/7018

Mk. Mamta Yadəv 10/28 Moreve Chaird, Nav Shekti Nagar, Jogeshwari East Mumbai- 400102

### Letter of Appointment

Ms. Mamta Yadav

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Converce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

 Your assignment for a fixed period commences from 01/06/2018 and ends on 80/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your amountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 22,000/ (Twenty-Two Thousand Only) per month. Statutory deductions will be as applicable by the law.

Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commandement. of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned, Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution purictually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / curing Hollidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Mon-Teaching Assignments etc.

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized

by the institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of

students.

- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not about your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.

21. You will inculcate positive attributes including that of clearliness, neatness and respect for orderly

behavior in the students.

- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no distrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chaw tobacco / gutka / pan inside the institution premises and / or n the presence of students.

25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-

teaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent

of this management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization.

upon the separation.

31. This latter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification, if any declaration given by you provisible false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between

you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty mithout permission or any other conduct considered by us detrimented to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere is India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. At legal disputes would be strictly under jurisdiction of Mumbal Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Mahareshtya State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the blometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter, if no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and shriving towards excellence in the field of education.

Your's truly,

For, 5hrl G.P.M. Degree College of Science & Commerce.

Principal

I have read, understood and have agreed to all this section as mentioned in the above Letter of Appointment.

Ms, Mainta Yadav Date: 01/06/2018





# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbal. Junior College : Affiliated to Naharashtra State Board of Secondary & Higher Secondary Education Pene. Rajarahi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. Ø:2684 0822/2883 3455

Date: 16/07/2018

Mr. Ajit Kumar Patel Roem No. 144, Patel Compound W F Society Kurar Village Malad (E), Mombai -400097

### Letter of Appointment

### Mir. Ajik Kumar Petel

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri – East for the position of Asst. Professor. We would like to avail your service with effect from 16/07/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 16/07/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your ell-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 16,500/ (Shitteen Thousand Five Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your embluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 6 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the compatent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8, Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fleu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Murnbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Commerce.

(Or. Mrs. Vandana Sinha) Principal

I have read, understood and have appear to all terms and conditions as mentioned in the above Letter of Appointment.

Mr. Ajit Kumar Patel Date: 16/07/2018





# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Begree College: Affiliated to University of Mumbbl.

Junior College: Affiliated to Maharashtra State Board of Secondary Education Pune.

Rajurati Shahu Maharaj Road, Andheri (E), Mumbbl. 400000. © 2534 0822/2683 3459

Date: 05/06/2018

Mr. Amir Ahmed Flat No-2, Old Jamil Bidg., Marol Church Road, Andheri (East), Mumbai-400047

### Letter of Appointment

Mr. Amir Ahmed

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with offect from 05/06/2018. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 05/06/2018 and ends on 30/04/2019. Unless and until
the assignment is renewed in writing (based on mutually accupted scope and terms), the same will
automatically end on the above mentioned date and separate notics will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also fermed as Cost to Company Le., CTC, hereinafter referred as emoluments will be its. 15,300/ (Eleven Thousand Three Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your emaluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and senctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be cleimed as matter of right.

You understand and accept that during the mixidle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

This assignment may be terminated by the institution sub-moto by giving a notice period of at least birry
working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

B. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in linu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule taid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each room and if required an weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found modically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

 You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or shoir families by indulging in activities such as Private sultions / Coaching Class / any other assignments etc.
- You will inculcate positive attributes including that of deanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students! progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsocvur. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divoige or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be assued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship of partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishowsty, disobadience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules, and regulations prescribed by AICTE / DTE / NCTE / Number University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the sollege and departure from the college. Salary shall be calculated as per the blometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the Coffege shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be impactisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education:

Your's truly.

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreement all terms and conditions as mentioned in the above Letter of Appointment.

Anchorf (E)

Mumbal-89

Mr. Amir Ahmed Date: 05/05/2018





## Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Oegree College: Affiliated to University of Number, Junior College: Affiliated to Mahamathira State Board of Secondary & Higher Secondary Education Pune. Rajarskii Shahti Maharaj Road, Andheri (E), Mumbel - 400069. @:2684-0622/2683-3455

Date: 04/05/2018

Mr. Anand Bahadur Vishwakarma Navjeevan Seva Society, Jay Ambey Chawl, Vadilai Gosalia Road, Sanjay Nagar, Kandivali (W) Mumbai-400067

### Letter of Appointment

Mr. Anand Bahadur Vishwakanna.

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andherl - East for the position of Asst. Professor. We would like to avail your service with effect from 04/06/2018. The terms and conditions of your assignment are as follows:

- 1. Your assignment for a fixed period commences from 04/06/2000 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 17,000/ (Seventeen Thousand Only) per month. Stanutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days, in case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fleu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 12. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly of / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, as accordance with the institution policy, in addition, you are expected to prepare course material and undertake assessed related to the surriculum / needs of the students and the institution.
- **14.** You will be responsible in the general organization of all artivities including holding periodical gramination, assessment, Non-Teaching Assignments etc.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other histitution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management 8 you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCIE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed

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41. Your performance shall be reviewed on semester basis. If your performance is found to be uncertisfactory, then your services may be terminated in mid-session also...

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accopting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Andher! (E)

Managins-80

Your's truly.

For, 5hrl G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have a second sold and conditions as mentioned in the above Letter of

grand Islay

Mr. Anand Bahador Vishwakannar

Date: 04/06/2018

15. You will, in properation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of students.

19. You will carry out student assessment work and record their progress and attainment of gradies in an appropriate manner and in a timely fashion based on the norms laid by the institution.

20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private builtions / Coaching Class / any other assignments etc.

21. You will incultate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.

22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.

23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.

25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we we a part of. Hence, it is assential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

30. You may be issued some materials such as business stationery, documents, our which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.

\$1. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, aprenments, representations and understandings.

32. This fetter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for venication. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

22. Mothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.







# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbail. Jumpr College : Affiliated to Mahareshtra State Board of Secondary & Higher Secondary Education Pube. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069, ②:2684 0822/2693 3456

Date: 17/06/2018

Mins. Bhavik Nawa 217, Shyam Bhavan Balaram Patil Road Near Parasnath Jain Mandir, Bhavander East Thane • 401105

### Letter of Appointment

Miss. Bhavik News

It is our pleasure to welcome you to be a part of SI,n G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 17/06/2018. The terms and conditions of your assignment are as follows:

Your assignment for a fixed pariod commences from 17/06/2018 and ends on 30/04/2019. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company I.e., CTC, hereinafter referred as empluments will be Rs. 20,500/ (Twenty Thousand Five Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment

and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate essignment amount in flee thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice

period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

30. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated.

on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination,

assessment, Non-Teaching Assignments etc.

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized

by the institution.

17. You will portake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

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25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-

teaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

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33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between

you and the organization.

\$4. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this metter, you are insolvent or found guilty of dishonesty. disobedience, disorderly behavior, negligence, insubordination, indiscipline, observe from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

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Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as

and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competing to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mombai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities

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41. Your performance shall be reviewed on semester basis. If your performance is found to be

unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and vold.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

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Andhar! (E)

Mumbai-69

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

I have read, understood and have appeared to the single and conditions as mentioned in the above Letter of

Appointment.

Miss. Bhavik Naws

Date: 17/06/2018





### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Dogree College: Affiliated to University of Mumbal.

Junior College: Affiliated to Muharushtra State Board of Secondary & Higher Secondary Education Pune. Reparato: Shahu: Manazari Rand, Ancheri (E). Murubai - 400065 7: 2584-0822/2683-3455

Oute: 03/07/2018

Mr. Chandrabhan Tejamyon Singh Room No 396, Jan Shakti Nagar, Opp Hanjar Nagar, Malpa Dongri No 2, Pump House, Audheri Engl, Mumbai-400093

#### Letter of Appointment

Mr. Chandrabhan Tejumyan Singh

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andher)

- East for the position of Asst. Professor. We would like to avail your service with effect from 03/07/2018. The
teams and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 03/07/2018 and ends on 30/04/2019. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 25000/ (Twenty-Five Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for swalling the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
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- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 3.4. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
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- You will promote harmony and goodwill among the pupils and ensure no discrimination of any lung is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
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- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the name time project a professional image to our students, parents, colleagues and cummunity we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 20. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipling.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents espect in conjunction with your work for the organization. You will not, at any time, disclose or disalge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be assued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- This litter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior propositis, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification, if any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entell action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found gailty of dishemesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
- 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 36. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under roles and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 83 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance dially besis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory then your services may be terminated in mid-session also.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, 5hr G.P.M. Degree College of Science & Commerce.

(Or. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Latter of Appointment.

Mr. Chandrabhan Tejnrayan Singh

Date: 03/07/2018





### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Dogres College: Affiliated to University of Mumbai.

Junior College: Affiliated to Materialitin State Board of Secondary & Higher Secondary Education Pune. Reportable Shebu Material Read. Another (E), Montable 400009. 1: 2684-0822/2683-3466

Date: 01/06/2018

Miss. Chhaya Rai 105 A- Wing, Divya Apartments Malad (East) Mumbai-400097

### Letter of Appointment

Mbs. Chhaya Rai

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst, Professor, We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be its, 18,000/ (Eighteen Thousand Hundred Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization, Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in feu thereof without assigning any reason thereof.
- Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at liest thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 0.2 days or more will be considered as abandomment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the institution premises for 5 days in a week as per the schedule said by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and it required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- You will help organize and partiake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respected positively to such evaluations and make changes as appropriate.
- You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the dottes being discharged.
- 26. You will observe and achieve to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divalge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stattenery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimenials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you prevent obe false or if you are found to have wilfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture lietween you and the organization.

- 34. You will be required to follow the conduct and disopline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Numbail Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mr. Vandaha Sinhu)

Principal

I have read, understood and have agreed and terms and conditions as mentioned in the above Letter of Appointment.

Miss. Chhaya Rai Date: 01/05/2018







Degree College : Affiliated to University of Numbel.

Junior College : Affiliated to Meharashire State Board of Secondary & Higher Secondary Education Pune. Rejarshi Shahu Meharaj Road, Andheri (E), Mumbai - 400069. Ø:2684 0822/2683 3455

Date: 01/11/2018

Ms. Rupali Chaudhary Room No 7472/2 Hill No 2, Sanjay Nagar Ghatkopar (East), Mumbai- 400086.

### Letter of Appointment

#### Ms. Rupall Chaudhary

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri

- East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:
- Your assignment for a fixed period commences from 01/11/2018 and ends on 30/04/2019. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned data and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also harmed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 18,000/ (Eighteen Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned, Leave cannot be encased. The same cannot be claimed as matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- B. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- In case where your request for termination of assignment is accepted during the academic year, it is mandetory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule taid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Safurdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical axamination, assessment, Mon-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Commerce

(Or. Mrs. Vandana Sinha) Principal

I have read, understood and have are useful for all terms and conditions as mentioned in the above Letter of Appointment.

Ms. Rupall Chaudhary Date: 01/11/2018





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbai.

Junior College : Affiliated to Nicharashira State Board of Secondary & Higher Secondary Education Pune. Rejershi Shahu Maharaj Road, Andhert (E), Mumbai - 400069, ©:2664 0822/2683 3455

Date: 04/06/2018

Mr. Sainarayan Singh C/004, Sei Angen Bid, Ramdey Park. Shivar Garden, Mira-Bhyandar Road, Thane-401107.

### Letter of Appointment

Mr. Sainaravan Sintth

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asse. Professor. We would like to avail your service with effect from 04/06/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 04/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 21,000/ (Twenty-One Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written concent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in Neu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the ecademic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abundonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution penctually and be present in the institution during the prescribed hours including Saturdays of each month and If required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an outhorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the turriculum / needs of the students and the Institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

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- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- **16.** You will help organize and partake in the various co-curricular activities, **programs and events organized** by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tultions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and/or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management enywhere in India.
  You can also be sent on deputation to other institutions by the management & you are bound to accept it.
- 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly.

For, Shri G.P.M. Degree College of Millione & Commerce.

COLLEG

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Munipal-6

(Dr. Mrs. Vandanz Sinha)

Principal

I have read, understood and increment to all terms and conditions as mentioned in the above Letter of Appointment.

Mr. Sainarayan Singh Date: 04/06/2018







# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbel.

Junior College : Affiliated to Maharashira State Board of Sacandary & Higher Secondary Education Pune. Rajarshii Shahu Maharaj Road. Andheri (E). Mumbal - 400069. ©:2684-0822/2883-3455

Date: 02/07/2018

Ms. Samina Hanif Chaudhary 101, A Wing, Crystal Enclave, Milltary Road, Marol, Andheri East, Mumbal 400059.

### Letter of Appointment

Ms. Samina Harif Chaudhary

tt is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 02/07/2018. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 02/07/2018 and ends on 30/04/2019. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maidmum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in flew thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management, You will altend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such thange/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or Indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provistable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or foint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance, 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science College

(Dr. Mrs. yandama Sinha)

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Ms. Samina Hanif Chaudhary

Date: 02/07/2018







# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbai.

Junior College: Affiliated to Mahatashtra State Board of Secondary & Higher Secondary Education Pune. Rajarahi Shahu Maharaj Road, Anditeri (E), Mumbal - 400069. Ø:2684 0822/2683 3455

Date: 24/07/2018

Ms. Sana Siddqui Room No 503, Agarwal Estate, Opp Hill Park Tower, Jogeshwari Wost, Niumbal-400102.

### Letter of Appointment

Ms. Sana Siddgui

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. **Professor**. We would like to avail your service with effect from 24/07/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 24/07/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 21,000/ (Twenty-One Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as metter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

 Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holklays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) (it by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entall action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter. you are insolverit or found guilty of dishonesty, disobedience, disorderly behavior, negligence, Insubordination, indiscipling, absence from puty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35, Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal.
- 36. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of Interview and your representation that you are qualified and competent to be engaged as Principal. in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance, 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis, and in case. of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management. otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandaria Sinha)

**Principal** 

I have read, understood and have agreed in all terms will conditions as mentioned in the above Letter of Appointment.

Ms. Sana Skiddgul Date: 24/07/2018

3/3



## SHRI G.P.M DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbai.

Junior College : Affiliated to Mahareshtra State Board of Secendary & Higher Secondary Education Pune. Rajarshi Shahu Mahare) Road. Andheri (E). Mumbel - 400069. ©:2684-0822/2683-3458

Date: 01/06/2018

N/s. Shalini Clayton C/004, Sai Angan Bid, Ramdev Park, Shirar Garden, Mira-Bhyandar Road, Thane-401107.

### Letter of Appointment

Ms. Shalini Clayton

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Anotheri - East for the position of Amit. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 01/05/2018 and ends on 30/04/2019. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 21,000/ (Twenty-One Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment

and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in flew thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice

period is not acceptable.

In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for OZ days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated

on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premium for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holklays.

12. This assignment and your continuation are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination,

assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
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- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonatty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.

36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal

38. The above terms and conditions of essignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / OTE / NCTE / Mumber University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. OS late remark will be treated as one day's obsence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

42. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.F.M. Degree College of Science & Commerce

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all territoring to all uniform as mentioned in the above Letter of Appointment.

Ms. Smilini Clayton Date: 01/06/2018





Degree College : Affiliated to University of Hombel.

Junior College : Affiliated to Maharashire State Board of Secondary & Higher Secondary Education Pure. Rejershi Shahu Meharaj Road, Andheri (E), Murnbal - 400068, 0:2884-0822/2883-3455

Date: 01/06/2018

Ms. Shashi Tiwari Room No-3, Saf Niwas, Raja ram Garden, Jogeshwari, Mumbai - 400060

### Letter of Appointment

Ms. Shashi Tiwari

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Ancheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2013. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commerces from 01/06/2018 and ends on 30/04/2019. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same wall
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 16,500/ (Sbdeen Thousand Five Hundred Only) permonth, Statutory deductions will be as applicable by the law.

4. Your emoluments are, are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Provate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and senctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the computant / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accopted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abundonment of your services and no further notice will be required to be given to you in this behalf. Your regylors will be terminated on account of abandonment and no claim will be entercained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management, You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Helidays.

12. This authorized and recognised Medical Practitioner.

13. You will prepare armual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

- 15. You will, in opoperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative retailorships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any bind is imposed on any pupil on the ground of religion, caste, craed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / draw tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neathy and in a manner consistent with the duties being discharged.
- 26. You will observe and achieve to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be pastgned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipling.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the contificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 39. Nothing in this letter shall be desired to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it, 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your

assignment as may be required or be issued to you from time to time by the competent / designated

37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case. of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly.

For, Shri G.P.M. Degree College of Science ...

(Dr. Mrs. Vandama Sin

Principal

I have read, understood and have agreed to all befolls and conditions as mentioned in the above Letter of Appointment.

Date: 01/06/2018





# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Number.

Junior College : Affiliated to Mahamahiru Stata Bourd of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharej Road. Andheri (E). Mumbai - 400069. @:2684-0822/2683-3465

Date: 01/06/2018

Ms. Sheetal Panchal 27/Sukhari Manilal Compound, Sahar Road, Koldongri, Andheri (East), Membal: - 400069.

### Letter of Appointment

#### Ms. Sheetal Panchal

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-indusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 18,500/ (Eighteen Thousand Five Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not reminate the assignment and leave the institution without written consent of the computent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.

11. You will be working from the institution promises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) (it by an authorized and recognized Medical Practitioner.

19. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 15. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in unappropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will prompte harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / thew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, tandfine number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipling.
- 28. You agree not to angage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carded out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationary, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 93. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in chase 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other dubles and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change 8, you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. OS late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's bruly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha) Principal

A DATE OF THE PARTY OF THE PART

I have read, understood and have agreed

conditions as mentioned in the above Letter of

Ms. Sheetal Panchal

Date: 01/06/2018

Appointment





# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbel.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pane. Rajárphi Shahu Maharaj Roed, Andheri (E), Mumbei - 400069. ©:2684-0822/2683-2455.

Date: 01/06/2018

Ms. Shruti Bole 63-H, Aptewadi, Room No.12, Gokhale Road (North). Dadar (W), Mumbai: - 400028.

### Letter of Appointment

Ms. Shruti Bole

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 18,500/ (Eighteen Thousand Five Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days, in case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment

and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in fleu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice

period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated

on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
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- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
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- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
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- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guifty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
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  36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your

assignment as may be required or be issued to you from time to time by the competent / designated

authority.

- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.F.M. Degree College of Science & Commerce

(Dr. Mrs. Vandam

Principal

I have read, understood and have appear to all terms and conditions as mentioned in the above Letter of Appointment.

Ms. Shruti Bole Oste: 01/06/2018





# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Numbal.

Junior College : Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Pane. Rajarshii Shahu Maharasi Road, Andheri (E), Mumbel • 400068, ©:2684-0822/2883-3455

Date: 11/06/2018

Ms. Sindhudevi Pandey 302/3 Sheetal Bidg. Chawre Shankut, Bolinj Naka, Virar (West) Mumbal: -401303.

#### Letter of Appointment

### Ms. Sindhudevi Pandev

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Arest. Prefessor. We would like to avail your service with effect from 11/06/2018. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 11/06/2018 and ends on 30/04/2019. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 16,500/ (Sixteen Thousand Five Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned, beave cannot be encased. The same cannot be daimed as matter of right.

You understand and accept that during the middle of scademic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in fieu thereof without assigning any reason thereof.

 Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandenment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule hid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and particle in the various co-curricular activities, programs and events organized by the institution.
- 17. You will pertake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smake / chew tobacco / gutka / pen inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such charge/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work cawled out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationary, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce

(Dr. Mrs. Vandario Sinha

Principal

I have read, understood and have a managed from and conditions as mentioned in the above Letter of Appointment.

Andherl (E)

Mumbai-69

Ms. Sindhudevi Pandey Date: 11/06/2018





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Municol.

Junior College cAffiliated to Maharashtra State Board of Secondary & Higher Becondary Education Power. Reparchi Shaho Maharaj Road. Another (III), Marrical - 400006. 4: 2084-0822/2683-3405.

Date: 01/06/2018

Ms. Sonam Sharma A/15 Prakash Sadan, Mohili Village, Pipe Line, Sakimaka S.O. Andberi East, Mumbal: - 400072;

### Letter of Appointment

#### Mr. Sonam Sharrina

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Aast. Professor. We would like to avail your service with effect from 01/06/2018. The terms and conditions of your assignment are as follows:

I. Your assignment for a fixed period commences from 01/06/2018 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company
i.e., CTC, hereinafter referred as emoluments will be Rs. 16,500/ (Eighteen Thousand Five Hundred Only) per
month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

 Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

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 This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum? record of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

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- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 32. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 26. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- You will inculcate positive attributes including that of dearliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, perents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special sidils and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no distrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan incide the institution premises and / or nithe presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress peatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number; you will intiosate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of incliscipling.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will insintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or disclose
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being raised to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and provious employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe faise or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entell action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disphedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incorred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal In our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secundary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- Your performance shall be reviewed on semester basis if your performance is found to be unsetsfactory, then your services may be terminated in mid-session also.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Stience & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal.

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Anghert (63

Ms. Sonam Sharma Date: 01/06/2018





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Juntor College : Affiliated to Maherashim State Board of Secondary & Higher Secondary Education Pane. Rajarshi Shahu Maheraj Road, Andheel (E), Mumbel • 400069, 12:684-0622/2683-3455

Datu: 16/07/2018

Ms. Swaleha Falzan Deshmukh Delmond Sagar, B-107, Near markez restaurant, S.v. Roed, Joesshwari west

### Letter of Appointment

Ms. Swaleha Deshmukh

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 16/07/2018. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 16/07/2018 and ends on 30/04/2019. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be spedfied from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinalter referred as empluments will be Rs.18.000 (Eighteen Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the compatent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in fleu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.

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12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

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- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
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- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
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- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobadience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

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39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and comparent to be engaged as Principal. In our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbel University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

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41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a salf-attested photocopy of government photo identification (such as driving (icense / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards. excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Andheri E Mombal-60.

(Or. Mrs. Vandaly Sinha) Principal

Appointment.

I have read, understood and have been all terms and conditions as mentioned in the above Letter of

Ms. Swalehe Faizan Deshmukh

Date: 16/07/2018





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbel.

Jurior College : Affiliated to Nahatashba State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ©:2884-0822/2683-3455

Date: 27/08/2016

Ms. Tejai Maskare Flat No:201 Revati Apartment-A Wing, Bhatwadi dhatkopar-West, Mumbai

### Letter of Appointment

Ms. Tejal Maskare

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Ager. Professor. We would like to avail your service with effect from 27/08/2016. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 27/08/2016 and ends on 30/04/2019. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, haralaster referred as emoluments will be Rs.17.500 (Seventeen Thousand Five Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fleu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule (aid by your Principa) or the Person authorized / designated by the Principa) / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms faid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
- 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

COLLAG

Andher!

Mumbal 69

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce

(Dr. Mrs. Vandaria Sinha)

Principal

I have read, understood and have have the first terms and conditions as mentioned in the above Letter of Appointment.

Ms. Tejal Maskare Date: 27/08/2016

# **Academic Year 2019 - 2020**





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affillated to University of Mumbai.

Juntor College : Affiliated to Mehasuchira State Board of Secondary & Higher Secondary Education Pure. Ratarshi Shahu Maharati Road, Andheri (E), Mumbal - 400069, Ø:2684-0822/2683-3468

Outward Ne.: \_\_\_\_\_ Date: 16/10/2019

Mr. Dillp Kumar Shah Room No.703 Khandwala Datta Mandir Road Vakola Bridge Santa Cruz Bast 400055.

### Letter of Appointment

### Mr. Dilip Kumar Shah

- It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri East for the position of Asst. Professor. We would like to avail your service with effect from 16/10/2019. The terms and conditions of your assignment are as follows:
- Your assignment for a fixed period commences from 16/10/2019 and ends on 30/04/2020. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20000/ (Twonty Thousand only) per month, Statutory deductions will be as applicable by the law.
- Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.
- 8. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority,
- This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for Q2 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline,
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- **33.** Nothing In this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of

Appointment

Mr Dilip Kumar Shah Date: 16/10/2019





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbai.

Junior College : Affiliated to Mehanshira State Board of Secondary & Higher Secondary Education Pune. Rejarshi Shahu Maharaj Road. Andheri (E), Mumbel - 400069. @:2684-0622/2683-3455

Outward No.

Date: 25/06/2019

Mr. Dinesh Zote Mahatma Phole Chawl No. 06, Kranti Nagar, Kandivali Bast, Mumbul 400101.

Letter of Appointment

### Mr. Dinash Zote

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Antheri - East for the position of Assi. Professor. We would like to avail your service with effect from 25/06/2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 25/06/2019 and ends on 30/04/2020. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 18,800/ (Eighteen Thousand Five Hundred Only) per month. Stafutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sonctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in field thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

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12. This assignment and your continuation are subject to your having been found medically (physically and mentally) (it by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

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- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the tollege and departure from the college. Salary shall be calculated as per the biometric attendance, 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same, Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis, if your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of

Appointment

Mr. Dinesh Zon: Date: 25/05/2019 EMB GOOK = WND 039

Smt Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College : Affliated to Maharastara State Board of Secondary & Higher Secondary Education Pune. Rajarahi Shahu Maharaj Road, Andheri (E), Munebai - 400059. ©:2884-0822/2883-3455

Outward No.: 006/2019-20

Date: 01/05/2019

Mrs. Gasta R. Yadav Lok Seva Chawl, Jijamata Road, Pumphouse, Andhorl (E), Mumbal-400193.

### Letter of Appointment

Deur, Mrs. Geeta R. Yadav

It is our pleasure to welcome you to be a part of Shift G P No Degree College of Science & Commerce at Andheri for the position of Faculty. We would like to avail your service with effect from 01<sup>th</sup> Ame 2019. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commencer from 91<sup>st</sup> lime 2019 and ends on 30<sup>st</sup> April 2020. Unless
  and until the assignment is calculated in writing (besed on manually are epited scope and terms), the same
  will tudoutatically end on the above numinoped one; and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Connectent Authority of the Organization.
- During the period of the assignment, your all inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emphasized will be Rs. 20,000 (I wanty Thousand Only) per month. Statutery deductions will be by mollicible by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic Your is maximum of 8 they. In once if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and amentioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be enamed as canter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designment authority.
- 7. This assignment may be terminated by the Institution are moto by giving a notice period of atleast thirty working days or proportionate assignment amount in lieu thereof without insigning any reason thereof.
- Letter of resignation should be submitted in the form of furdecapy. Resignation without a required notice period is not acceptable.
- In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of affects thirty working days or payment in lieu of notice.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as shandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 6 days in a week as per the schedule haid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each mouth and if required on weekly off / during Holidays.
- This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.
- 14. You will be responsible to the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.
- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-corricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction, methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the fearning and development of students.
- 19. You will carry out student resessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by ladolging in activities such as Private tultions / Coaching Class / any other assignments etc.
- You will inculence positive attributes including that of cleanliness, neattest and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, croed, nationality or community etc.
- 24. You will not indulge in consumption of immicant of any kind whatenever. You will not smoke / chew tobacco / guika / pan inside the institution premises and / or a the presence of students.
- 25. The institution expects you to follow a dress code which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change's recorded, not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you

provesto be false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship of partnership, or joint venture between

you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and my breach of the conditions shall entail action which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence. insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason.
- 35. Your services are transferable to any other institution run by the same Management. You can also be sent on deputation to other Institutions.
- 36. You agree that the emoluments / cost to organization are incurred for specific performance which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Faculty in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly.

For, Shri G.P.M. Degree Collage of Science & Commerce

(Dr Mrs. Vandann Sinha )

Principal **Authorised Signatory** 

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Assignment.

Suffeet (Ea

Aurelton (C

(Mrs. Geem R. Vanlay)

Date: 01/06/2019





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pure.
Rajarehi Shahu Maharaj Road, Andheri (E), Mumbai - 400069, ©:2884-0822/2683-3455

Outward No.: \_\_\_\_\_\_ Date: 15/06/2019

Ms. Shab Crutafsha Zameer Ahmed. Flat No.612,6th Fleer; Olden Sunrise Co-Op Hsg Society, Palwedi, Mahim(E), Mumbai: 400017.

### Letter of Appointment

### Ms. Shah Gulafsha Zamesi Ahmed

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Antiheri - East for the position of Asat. Professor. We would like to avail your service with effect from 16/06/2019. The terms and conditions of your assignment are as follows!

- Your assignment for a fixed period commences from 15/06/2019 and ends on 30/04/2020. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-industive cost to organization, also termed as Cost to Company I.e., CTC, hereinafter referred as empluments will be Rs. 20,000/- [Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commendment of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee connot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule (aid by your Principal or the Person authorized / designated by the Principal / Management, You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognited Medical Practitioner.
- **13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.**
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the ranious co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neathy and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organisation. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's effairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedus all prior proposals, agreements, representations and understandings.
- 32, This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification, if any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guitty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / defification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbei University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as par the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Principal

I have read, uniferstood and have agreed to all terms and conditions as mentioned in the above Letter of

Appointment

Ms. Shah Gulnfsba Zameer Ahmed

nedam Seba)

Date: 15/06/2019

## T

### Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Munchai.

Junior College : Affilialed to Mahamathira State Board of Secondary & Higher Secondary Education Pane.
Rajarahi Shahu Mahamaj Road, Andheri (E), Mumbai - 400069, Ø:2694-0922/2683-3455

Outward No.

Date: 06/06/2019

Mr. Hiren Ramesh Kamariya Room No 20 Warden Chawl, Sant Sevta Path 3, 9alaji Hospital Lane Bygulfa Membai 400027.

### Letter of Appaintment

Mr. Hiren Ramesh Kamariya

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Anotheri - East for the position of Asst. Professor. We would like to avail your service with effect from 16/06/2019. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 06/06/2019 and ends on \$0/04/2020. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/- (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shored or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This essignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

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You will be responsible in the general organization of all activities including holding periodical examination,
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- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chiral tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work consistently and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's effairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
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- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and about the time of interview. Original copies of the certificates, testimonials and pravious employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it, 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- **38.** The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
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- **41.** Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vindana Sigha)

**Principal** 

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment

Mr. Hiren Ramesh Kamariya

Date: 06/06/2019



## SHRI G.P.M. DEGREE COLLE

Degree College : Affiliated to University of Humbai Junior College : Affiliated to Nebershire State Bo. Rejerahi Shehu Maharaj Road, Andheri (E)



### tishra Educational Trust's CE & COMMERCE

nr Secondary Education Pune. ©:2564 0822/2863 3455

Ourward No.: 022/2019-20

Date: 01/06/2019

Mrs. Kanser S. Attar Room No. 1002, D. Wing, Sagor Height, Sahinaka, Andheri (E), Mumbai ~ 400072.

### Letter of Appointment

### Dear. Mrs. Knuthr S. Attar

It is our pleasure to welcome you to be a part of ShrPth P.M. Degree College of Science & Commerce at Andheri for the position of Faculty. We would like in avail your survice with effect from 01" June 2019. The terms and conditions of your assignment are all follows:

- Your assignment for a fixed period commences from d. 5 hare 2019 and ands on 30 training 2020. Unless
  and until the assignment is renewed in writing (based normalistic accepted acope and terms), the same will
  automatically end on the above menutonal date and reprinter not convill not be instead in this behalf.
- Your accountabilities and deliverables will be haved on the discussion, we had with you and as would be specified from time to time by the Competent Additionals of the Organization.
- During the period of the assignment, your all inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emotioned will be it. 20,000 (Toronty Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emploments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days in circ if you plu after commencement of the scademic year, you would be entired for have purply and only on a Promin busin. You are entitled for availing the leave after 3 months of your joining the neutration. Leave has to be applied sufficiently in advance and senctioned by the Propagal. The emproyer cannot proceed on leave hill it is sanctioned. Leave exenct be encashed. The same cannot be channel as matter of right.
- You understand and accept that during the middle of acatemic year, you will not terminate the assignment and leave the institution without written consent or the competent of designated authority.
- This analgament may be terminated by the Institution suc-mole by living a notice period of latienst thirty
  working days or proportionate assignment amount in tien thereof without analgaing any reliand thereof.
- Letter of resignation should be submitted in the form of Employy. Resignation without a required notice period is not acceptable.
- In case where your request for termination of assignment is accepted during the acedemic year, it is mandatory that you should give a notice period of affects thirty working days or payment in lieu of notice.
- 10. Any unauthorized obsence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and menially) fit by an authorized and recognized Medical Practicious,

- 13. You will prepare mount plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination assessment, Non-Tenching Assignments etc.
- 15. You will, in exeperation with other lastitudies authorities, share the responsibility of setting up and maintaining a learning covironment mitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide eral / written assessments relating to the learning and development of
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely feshion based on the norms laid by the institution.
- 20. You will not about your professional position for personal profit in messay, goods or services from students or their families by indulging in activities such as Private tuitions / Conching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents us well us to problems or difficulties.
- You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of teligion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatnoever. You will not smoke / chew tobacco / guttas / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code which beins you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of Hence, it is exacutal that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or neutrements of the organization as may be applicable. You will discharge such duties as may be amigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such changes a recorded, not providing the updated information would amount to an act of indiscipline.
- 22. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work I business other than that of the institution and shall not associate yourself or let your work, name, mage or personality be used by any media or other organization / Institution without the expressed consent of management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records about the submitted along with the photocopies for verification. If any declaration given by you provesto be

false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship of partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or remon.
- Your services are transferable to any other institution run by the same Management. You can also be sent on deputation to other Institutions.
- 36. You agree that the emoluments / cost to organization are incurred for specific performance which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Faculty in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance, 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same.

41. Your performance shall be reviewed on sumester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attented photocopy of government photo identification (such as driving license / passport) along with the signed copy of the fetter. If no reply accepting the assignment terms is submitted, this latter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Dogree Collage of Science & Commerce

(Dr Mrs. Vandana Sinha)

Principal
Authorised Signatory

( Mrs. Kantar S. Attar )

Date: 01/06/2019



## SHRI G.P.M. DEGREE COL

Degree College : Affiliated to University of Nun Junior College : Affiliated to Maharashtra State Rajarshi Shahu Maharaj Road, Andhari



## Mishra Educational Trust's

gher Secondary Education Pune. 9:2684-0822/2683-3455

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Outward No.:032/2019-20

Date: 04/10/2019

Mr. Keise Chiederker Roem No:-75, BED NO.-5, B.D.D Chawl Sewree, Near Station, Sewree (w), Mambel – 400015.

### Letter of Appointment

Dear, Mr. Ketan Chindurkar

It is out pleasure to welcome you to be a part of Shri-CLPM: Degree College of Science & Commerce at Andhert for the position of Faculty. We would like toward your service with effect from 04th October 2019. The terms and conditions of your assumment are as able with

- Your assignment for a fixed period commonsers from 0.1°. October 2019 and ends on 30° April 2020.
  Unless and until the assignment to rehewed to verifing (bases on minimity accepted scope and teoms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliver they will be haved on the distinctions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred at concluments will be it. 20,000 (Twenty Thousand Only) per month. Stantory deductions will be at applicable to the law.
- 4. Your emohaments etc., are smally confidential and a wolld are be shared or informed to others.
- 5. The Paid leave for the entire Academic year 1 amaximum of 1 day. In case if you join after commencement of the scademic year you would be entitled for heave purely and only on a Prorate basis. You are entitled for availing the Idays after an outle of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is unretioned between another the country.
- You understand and accept that during the middle of academic year, you will not tordinate the assignment and leave the institution without written content of the competent / designated authority,
- 7. This assignment may be terminated by the finitiation had mote by giving a notice period of atleast thirty working days or proportionate assignment amount in item thereof without assigning any reason thereof.
- Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice
  period is not acceptable.
- In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of atleast thirty working days or payment in lieu of notice.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandoment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holdays.
- 12. This assignment and your confinuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the fustitution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.
- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a fearning environment suitable to the teak and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such avalentions and make changes as apprapriate.
- 18. You will propare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely finition based on the norms laid by the institution.
- 20. You will not shuse your professional position for personal profit in profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- You will inordente positive attributes including that of clemitiess, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community, etc.
- 24. You will not indulge in consumption of intexicent of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, fandling number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any memor in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed concent of management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued tome materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provesto be false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without my notice.

- 33. Nothing in this fetter shall be deemed to create any relationship of partnership, or joint venture between you and the organization.
- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action which may include termination. If at any time, in the opinion of the organization's management, which is finel in this matter. you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, obserce from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and for reason.
- 35. Your services are transferable to any other Institution run by the same Management. You can also be sent on deputation to other Institutions.
- 36. You agree that the amohuments / cost to organization are incurred for specific performance which is mandatory. You agree to perform such other daties and conform to such other instructions relating to your estrigament as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbei Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Faculty in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Manabai University / Mahuroshtra State Bourd of Secondary & Higher Secondary or any other applicable statutory / deemed authorities
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy, due to his lapsus or otherwise, immediately being it to the knowledge of management, otherwise college will not be responsible for the same.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory. then your services may be terminated in mid-session also.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your truly.

Assignment

For, Shri G.P.M. Degree Collage of Science & Commerce

Antibility and

Mumbal-S

(Dr Mrs. Vandana Sinha)

Lauday

Principal Authorised Signatury

I have read, understood and have approximately and conditions as mentioned in the above Letter of

( Mr. Kefan Chindarkar )

Date: 04/10/2019





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Dograe College: Affiliated to University of Numbel.

Junior College : Affiliated to Meharashtra State Board of Secondary & Higher Secondary Education Pure. Referabl Shahu Meharaj Roed, Andheri (E), Mumbai - 400069. 0:2884 0822/2883 3456

Outward No.f \_\_\_\_\_\_ Date: 08/08/2019

Miss. Kiran M Prajapeti No.3 Bhrambadev Yadav Chawl, jijamata Marg Pump House, Andheri East Mumbai-400093.

### Letter of Appointment

### Miss, Kiran M Prajapati

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Aast. Professor. We would like to avail your service with effect from 08/08/2009. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 08/08/2019 and ends on 30/04/2020. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically and on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company (i.e., CTC, hereinafter referred as emoluments will be Rs. 18,000/- (Eighteen Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in fleu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 13. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- **16.** You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being Issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall extail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 39. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the blometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his laptes or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly.

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vanifana Sinha) Principal

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I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Miss, Kiran M Prajapati

Date: 08/08/2019





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Number.

Junior College: Affiliated to Mahareshire State Board of Secondary & Higher Secondary Education Pure. Rajarshi Shahu Maharaj Road. Andheri (E), Mumbai - 400069. 0:2684-0622/2683-3455

Outward No.1\_\_\_\_\_

Date: 03/10/2019

Miss. Linnet Purackal B/303, Shree Krishna Complex Opp National Park Borivali Bast.

### Letter of Appointment

### Miss. Linnet Purackal

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with affect from 03/10/2019. The

terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 03/10/2019 and ends on 30/04/2020. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be

specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company 1.e., CTC, hereinafter referred as emoluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty vioriting days or proportionate assignment amount in they thereof without assigning any reason thereof.

Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a weak as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. (n addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

1/3

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning emirronment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will pertake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms faid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inskile the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatify and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will are intain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be assed some materials such as business stallonery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 22. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- \$3. Mothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / darbitcation related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as par the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no cepty accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Principal

(Dr. Mrs. Wirding Sinha)

I have read, understood and have agreed to all the above Letter of

Appointment.

Miss. Litmet Purnokal Date: 03/10/2019





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbal.

Junior College : Affiliated to Mahareshins State Board of Secondary & Higher Secondary Education Print. Rejershi Shahu Maharej Road, Andheri (E), Mumbal - 400069, @:2684 0822/2683 3485

Outward No.:

bate: 01/06/2019

Mrs. Mamta S Yadav Ridhi,Sidhe Apartment Linking Road Indira Nagar Sasta Cruz (West)

#### Letter of Appointment

#### Mrs. Memte 8 Yadav

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/05/2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2019 and ends on 30/04/2020. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company (i.e., CTC, hereinafter referred as emolyments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

Letter of resignation should be submitted in the form of hurdcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly of i / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will particle in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, perents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neathy and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
- 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of

Appointment.

Mrs S Yadav Date: 01/06/2019





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affillated to University of Mumbai.

Junior College : Affiliated to Mahamehtra State Board of Secondary & Higher Secondary Education Pures.
Rejershi Shahu Maharaj Road, Andheri (E), Mumbai - 400069, ©:2684-0622/2683-3455

Outward No.:

Date: 15/06/2019

Miss. Manta D Yadav 10/28, Mourya Chawl, Nav Shakti Nagar, Behram Baug Jogeshwari West, Mumbai-400102.

#### Letter of Appointment

#### Miss. Mamta D Yaday

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Faculty. We would like to avail your service with effect from 15/06/2019. The terms and conditions of your assignment are as follows:

- Your essignment for a fixed period commences from 15/06/2019 and ends on 30/04/2020. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your eccountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 23,000/ (Twenty-Three Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emotuments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf, Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management, You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including helding periodical examination, assessment, Non-Teaching Assignments etc.

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- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
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- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management enywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / darkfication related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AKTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's observe from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis, if your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-actested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter, if no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Principal

I have read, understood and have arread to

Appointment.

Miss. Mamta D Yadav

Date: 15/06/2019

Conditions as mentioned in the above Letter of





## Smt. Shyampatidevi Mishra Educational Trust's SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College : Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Pune. Rajarahi Shahu Maharaj Road. Andheri (E). Mumbai - 400069. ©:2684-0822/2683-3455

Date: 19/12/2019

Phase-11 Gokul Township Road

Virar West

#### Letter of Appointment

Mrs. Manisha Bhanudas Suryawanshi

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 19/12/2019. The

terms and conditions of your assignment are as follows:

Your assignment for a fixed period commentes from 19/12/2019 and ends on 30/04/2020. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be

specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 25000/ (Twenty-Five Thousand Ovly) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment

and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-motor by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8, Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice

period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no dalm will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

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- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for ordarly hehavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no distrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacce / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress nearly and in a manner consistent with the duties being discharged.
- 25. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be assued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This latter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33, Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept &.
36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis, if your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter, if no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all remained conditions as mentioned in the above Letter of

Appointment:

Mrs. Manisha Bhanudas Suryawanshi

Date: 19/12/2019



## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbel.

Junior College : Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Pune. Rejarahi Shahu Mahara) Road, Andheri (E), Mumbai - 400089, £::2684 0622/2683 3456

Outward No. \_\_\_\_\_\_ Date: 15/06/2019

Mirs. Minakabi Gupta Rasen No.28, Shram Safalya Society, Santosh Nagar Goregaon East, Mumbai-400063

#### Letter of Appointment

#### Mrs. Minakabi Gupta

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andhem - East for the position of Ass). Professor. We would like to avail your service with effect from 15/06/2019. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 15/06/2019 and ends on 30/04/2020. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20000/ (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your employments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days, to case it you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be dained as matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no dalm will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and memally) fit by an authorited and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chary tobacco / gutka / pen inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is assential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
  36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated withouths.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by puriching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the blometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his tapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsetisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shell be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Wedbard.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Principal

I have read, understood and have agreed to all them arrows as mentioned in the above Letter of Appointment.

Mrs. Minakshi Gupta Date: 15/06/2019

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## SHRI G.P.M. DEGREE COLL

Degree College : Affiliated to University of Mumba Junior College : Affiliated to Maherashtra State Bo Rajarshi Shahu Maharaj Road, Andheri (E



## Mishra Educational Trest's NCE & COMMERCE

uliur Secondary Education Pune. 0. Ø:2684 0822/2883 3455

Outward No.: 036/2019-20

Date: 06/11/2019

Ms. Nelta Vinod Singh B- 383, Savariya Apt, Yashwant Shrushti Phase-I, Nallasapora (west), Near virar, Nilemora – 401203.

#### Letter of Appointment:

#### Dear, Ms. Nehs Vinod Single

It is our pleasure to welcome you to be a part of Shri ChPM. There e College of Science & Commerce at Andher; for the position of Faculty. We would like as avail your acroice with officer from 06th November 2019. The terms and could not of your assignment are as follows:

- Your assignment for a fixed period commence, from 00° November 2019 and ends on 30° April 2020.
  Unless and until the marginment is renewed in withing thread on marrials; accepted scope and terms), the same will automatically end on the above quantioner date and reputate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on third containing we had with you and as would be specified from time to time by the Competent Authority of the Competent.
- During the period of the assignment, your all-inclusive and to organization, also immed as Cost to Company i.e., CTC, hereinafter referred as emotion are will be \$45.20,000 (Twenty Thousand Only) per month, Statutory deductions will be an applicable by the flag.
- 4. Your empluments etc. are strictly control minimal should not bookinged or informed to others.
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- In case where your request for termination of amignment is accepted during the academic year, it is
  mandatory that you should give a notice period of atleast thirty working days or payment in light of notice.
- 10. Any unauthorized absence from duty for 02 days or more will be considered an abundanment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entenained in this behalf.
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- You will inculcular positive attributes including that of elembrass, meatiness and respect for orderly behavior in
  the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, easte, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of eay kind whatsoever. You will not smake f chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress ende and general appearance during the working hours. You are expected to dress nearly and in a manner consistent with the duties being discharged.
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- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not accounte yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your cognigement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divide or make public, expect on logal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- This letter expresses the understanding between you and the organization with respect to the subject tratter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provesto be false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be decreed to create any relationship of partnership, or Joint venture between you and the organization.

- 14. You will be required to follow the conduct and discipline roles and regulations as prescribed by the management from time to time and any breach of the conditions shall entall action which may include termination. If it may time, in the opinion of the organization's management, which is fined in this matter, you are insolvent or found gollty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment muty be terminated without notice and/or reason.
- 35. Your services are transferable to any other Institution run by the same Management. You can also be sent on deputation to other Institutions.
- 36. You agree that the amaluments / cost to organization are insoured for specific performance which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this latter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbel Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as und when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Faculty in our Institution under rules and regulations prescribed by AICTE / DTB / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. Of late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the leaser. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and vold.

We look forward to working with you in an institution that is challenging, stimulating and striving towards exoclience in the field of education.

Your's truly,

For, Shri G.J.M. Degree Collage of Stigner & Commerce

(Dr Mrs. Vandana Sinha )

Principal Authorized Signatory

I have read, undermood and have agreed to the forms and conditions as mentioned in the above Letter of Assignment.

(Ma. Nelia Vined Singh) Date: 06/11/2019





### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Numbel.

Junior College : Affiliated to Maharashire State Board of Becondary & Higher Secondary Education Pure. Rejarshi Shahu Maharaj Road, Andhori (E), Mumbai - 400069, @:2684 0822/2683 3455

Date: 01/06/2019

Outward No.:

Ms. Neha S.B. Singh Kailash Singh Chawt No 2, Room No 3, Janlya Compound, Poiser Kandivali, Mumbai 400101.

#### Letter of Appointment

Ms. Neha S.B Singh

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/05/2019. The

terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2019 and ends on 30/04/2020. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and acporate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be

specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 20000/ (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment

and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice

period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a nodes period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated

on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

17. This assignment and your continuation are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partiske in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Mence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's effairs or work carried out whether the same made known / evaluable to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the cartificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37, in case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Or. Mrs. Vandana Sinha) Principal

I have read, understood and have agreed to all terms and conditions which bried in the above Letter of

Appointment.

Ms. Neha S.B Singh Date: 01/06/2019







Degree College: Affiliated to University of Mumbal.

Junior College : Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Pane.
Relarshi Shahu Maharasi Road, Andheri (E), Mumbei - 400069. ©:2684-0822/2683-3455

outward no.	Date: 01/06/2019

Mr. Niral Kumar Pandey 109, A-Wing Ankur Apt, Kanyapada, Film City Road, Goregaon East, Mumbai 400069

#### Letter of Appointment

#### Mr. Niraj Kumar Pandey

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri

- East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2019. The
  terms and conditions of your assignment are as follows:
- Your assignment for a fixed period commences from 01/05/2019 and ends on 30/04/2020. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-indusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of B days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in fleu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule (eld by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the cuniculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the Institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private fultions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, nearness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote hermony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / thew tobacco / gutke / paninside the institution premises and / or nithe presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipling.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work/ business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationary, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. (flany declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 39. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in dause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
  36. You agree that the emoluments / cost to organization are incurred for specific performance, which is
- mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the sald day.
- 41. Your performance shall be reviewed on semester basis, if your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Or. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all terms and Appointment.

rioned in the above Letter of

Mr. Niraj Kumar Pandey

Date: 01/05/2019





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Dogree Calloge : Affiliated to University of Numbal.

Junior College: Affiliated to Maharashira State Board of Secondary 8 Higher Secondary Education Puge. Rajersht Shahu Maharei Roed, Andheri (E), Mumbai - 400068, 2::2684 0822/2683 3455.

Date: 09/09/2019

Outward No.:

Ms. Pallavi P. Gorpade A/14 Old Police Linc. Andheri East, Mumbai-69

#### Letter of Appointment

Ms. Pallavi P. Gorpade

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your entitle effect from 09/09/2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 09/09, 2019 and €nds on 30/04/2020. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate πριμετωνή ποι be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization

3. During the period of the assignment, your all-inclusive cost to onjunization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20000/ (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be haved or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization, Lenve has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till It is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the completent / lesignated authority.

7. This assignment may be terminated by the Institution sub-moto by glwng a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without analgning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

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10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management, You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your harding been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

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by the institution.

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- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.

21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly

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25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-

teaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

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37, in case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai

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39. This assignment is made on the basis of information provided by you in the application and also at the time of Interview and your representation that you are qualified and competent to be engaged as Principal. in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

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If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all terms and condition Have Govele

Ms. Pallavi P. Gorpade Date: 09/09/2019

minioned in the above Letter of





## 5mt. Shyampatidevi Mishra Educational Trust's SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbel.

Junior College : Affiliated to Maharashtra State Board of Secendary & Higher Secondary Education Fuer. Rejarshi Shahu Maharaj Road, Andheri (E). Mumbai - 400069. 4:2684-0622/2683-3455

Date: 26/08/2019

Outward No.

Mr. Sangale Pradeep G. Vinayak Vihar Chs Ltd, Room No 16, Kalamboli Navi Mumabi

Letter of Appointment

Mr. Sangale Pradeep G.

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 26/08/2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 26/08/2019 and ends on 30/04/2020. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20000/ (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arrenged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indeliging in activities such as Private fultions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and taignts as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is. Imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neathy and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed content of this reanagement in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, atc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the outificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be sable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandami Sinha)

Principa!

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of

Appointment

Mr. Sangale Pradeep G

Date: 26/08/2019





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE Degree College: ANilitated to University of Mumbail

Junior College : Affiliated to Mahamahira State Board of Secondary 5 Higher Secondary Education Pune. Rejarshi Shahu Mahamaj Road. Andhori (E). Mumbai - 400069. ©:2684-0822/2683-3456

Ontward No.:

Date: 22/06/2019

Ms. Priya Rakesh Dubey 401 4fti Floor Gure Vihar, Vasant Nagar, Vasai-401201

#### Letter of Appointment

Ms. Priya Rakesh Dobey

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 22/06/2019. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 22/05/2019 and ends on 30/04/2020. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 8. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as amoluments will be Rs. 20000/ (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law,
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academić year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in flew thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be antertained in this behalf.
- 11. You will be working from the institution promises for 6 days in a week as par the schedule faid by your Principal or the Person authorized / designated by the Principal / Managament, You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for pursonal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of deanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain tooperative relationships with students, parents end/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intodeant of any kind whatsoever. You will not smoke / thew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationary, documents, atc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the conflicates, teatmonials and previous amployment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
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We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

100 100 2019

I have read, understood and have agreed to all

Appointment.

Ms. Priya Rakesh Dubey

Date: 22/06/2019

dillow as mentioned in the above Letter of



### SHRI G.P.M. DEGREE C

Dugrae College : Affiliated to University o Junior College : Affiliated to Maharashtra Rajarshi Shahu Maharaj Road, Ang

Outward No.: 020/2019-20



# devi Mishra Educational Trust's

& Higher Secondary Education Pune, 10060 ©:2684 0822/2683 3455

Date: 06/06/2019

Mr. Rajitram Yadav Shambhunath Shukla Chawl, Nirmal Nagar, J P Road, Khar (E), Mumbai – 400051.

#### Letter of Appointment

#### Dear. Mr. Rajitram Yadav

It is our pleasure to welcome you to be reserved. Shifter that the property of Science & Commerce at Andheri for the position of Faculty. We would like to avail your service with effect from 06th June 2019. The terms and conditions of your accommentation to talk with the conditions of your accommentation of the position of the position of your accommentation of the position of your accommentation of the position of the position of your accommentation of the position of the position of the position of your accommentation of the position of the positi

- Your assignment for a fixed period commences from the humanous mid-ends on the April 2020. Unless
  and until the assignment is renewed in writing thread or maturally accepted steeps and terms), the same will
  automatically end on the above mentioned date and separate months of the stand in this behalf.
- Your accountabilities and deliverables will be busined in the direct loss without with you and as would be specified from time to time by the Component Anthony of the Component.
- 3. During the period of the assignment with all methods continuous also termed as Cost to Company i.e., CTC, hereinafter a continuous will be a production will be a production of the continuous and con
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- You understand and accept that during the middle of made mic year, you will not terminate the assignment and leave the institution without written content of the competent design and authority,
- This assignment may be commuted by the institution the month by giving a notice period of atleast thirty
  working days or proportionate analysis and amount in the thereof without assuming they require thereof.
- Letter of emigration should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- In case where your request for termination of new amount to accepted during the academic year, it is mandatory that you should give a notice period of atleast thirty working days or payment in lieu of notice.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premise for 6 days in a week as per the schedule laid by your Principal or the Person unthorized / designated by the Principal / Management. You will attend the Institution pure mally and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off/during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.





### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree Callege: Affiliated to University of Mumbai.

Junior College : Affiliated to Mahatashira State Board of Secondary & Higher Secondary Education Pune. Rejurahi Shahu Maharaj Road, Andheri (E), Mumbal - 400069, ©:2684-0822/2683-3455

Date: 16/06/2019

#### Outward No.:

Mrs. Renjecta Prajapeti 4, Jaan Munir Mohd. Sous Chawl, P. P. Road, Andhori (East), Mumbai-93.

#### Letter of Appointment

#### Mrs. Ranjeeta Prajapuli

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science 8. Commerce at Andherl - East for the position of Asst. Professor. We would like to avail your service with effect from 16/06/2019. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 16/06/2019 and ends on 30/04/2020. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company Le., CTC, hereinafter referred as emolyments will be Rs. 20,000/- (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

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- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
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- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be fine) and binding. All legal disputes would be strictly under jurisdiction of Mumbai. Court's only.
- 39. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis, if your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attasted photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly.

For, Shri G.P.M. Degree College of Science & Commerce

(Dr. Mrs. Vandaria Sinha) Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of

Mrs. Renjecta Prajepati

Date: 16/05/2019



Date: 06/06/2019



Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbel.

Junior College : Affiliated to Mahamshire State Board of Secondary & Higher Secondary Education Pune, Reterahl Shahu Mahams) Road, Andheri (E), Mumbai - 400069, 40:2684-0822/2683-8486

Outward No.

Mrs. Shefali Singh 405-Sunshine Apartment, Tejpal Scheme Road No5, Vile-Perle-400029

### Letter of Appointment

#### Mrs. Shefali Singh

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri – East for the position of Asst. Professor. We would like to avail your service with effect from 03/06/2019. The terms and conditions of your assignment are as follows:

- 1. Your assignment for a fixed period commences from 06/06/2019 and ends on 30/04/2020. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically and on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 25,000/- (Twenty-Five Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your envoluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.
- 12. You will be working from the institution premises for 6 days in a week as per the schedule luid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments acc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curritular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of interdeant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, R is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neathy and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27, in case there is any change in your qualification/s, residential address, landline number, mobile number, you will lettingte the same in writing to the office within three days from the date of such change and get such change/s reported; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous amployment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter. you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vondana Sinha)

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of

Appointment.

Mrs. Shefali Singh Date: 05/05/2019





### Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Numbal.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbel - 400069. \(\delta\):2:2634-0822/2683-3455

Date: 16/06/2019

Outward No.

Mrs. Geeta R. Yedev Lok Seva Chawl. Jijamata Road, Pumphouse, Andheri (East), Mombai - 400093.

#### Letter of Appointment

#### Mrs. Geeta R. Yadav

it is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 16/05/2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 16/06/2019 and ends on 30/04/2020. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically and on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-indusive cost to organization, also termed as Cost to Company (.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/- [Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in fleu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.

11. You will be working from the tristitution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management, You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenuro, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the conficulum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- **16.** You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, obsence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept in. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / derification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbel Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / OTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deamed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's observe from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the and of the said day.
- **41. Your performance** shall be reviewed on semester basis. If your performance is found to be uncatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving (icense / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Mrs. Geeta R. Yadav Date: 16/06/2019



# Smt. Shyampatidevi Mishra Educational Trust's SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE



Degree College : Affiliated to University of Mumbai.

Junior College : Affiliated to Mahereshire State Board of Secondary 8 Higher Secondary Education Pero. Rejershi Shahu Maherej Road, Anchori (E), Mumbal - 400069, ©:2684-0822/2683-3455

Outward No.:

Date: 15/06/2019

Miss, Aditi Chauban A-101 Panchaheel Building Sir PM Road Chakala, Andheri East Mumboi.

#### Letter of Appointment

#### Miss. Aditi Chauban.

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Ancheri - East for the position of Asat. Professor. We would like to avail your service with effect from 15/05/2019. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 15/05/2019 and ends on 30/04/2020. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Littler of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in figure 1 notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments ecc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salitry shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or eitherwise, immediately bring it to the knowledge of management, otherwise college will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsetisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deamed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Or. Mrs. Vandana Sinha) Principal

I have read, understood and have agreed the forms and conditions as mentioned in the above Letter of

Miss. Aditi Chauhan Date: 15/05/2019

3/3





### Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbal. Junior College : Affiliated to Makereshive State Board of Secondary & Higher Secondary Education Pune. Rajarahi Shahu Meheraj Road, Andheri (E), Mumbal - 400069. 40:2684 0822/2683 3456

Date: 27/11/2019

Outward No.:

Miss, Anita Shekhar Kedare B/16 Shiv Prabha Co Op Society Mohili Village Sakinaka, Andheri Link Road, Mumbai 400072.

#### Letter of Appointment

Miss. Anita Shekhar Kedare

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 27/11/2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 27/11/2019 and ends on 30/04/2020. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf,

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization,

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20000/ (I wenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your Johning the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment

and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no dalm will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management, You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if or any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from thity without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution cun by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are affected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.F.M. Degree College of Sciumon & Formierce.

(Or. Mrs. Vandana Sinha) Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Aramont (E

Miss, Anita Shakhar Kedare

Date: 27/11/2019

Anite



Date: 01/08/2019



Degree College : Affiliated to University of Numbal.

Junior College : Affiliated to Mahareshtra State Board of Secondary & Higher Secondary Education Pane. Rajarshi Shahu Maharej Road, Andheri (E), Mumbai - 400068, ©:2684-0822/2683-3455

#### Outward No.:

Mrs. Anite Uitam Miskin 1937C, Radhe Kunj, Tank Road Bhandup - West Mumbai -400078

#### Letter of Appointment

#### Mrs. Apita Uttam Miskin

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to evail your service with effect from 01/08/2019. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 01/08/2019 and ends on 30/04/2020. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically and on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company
  i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand only) per month. Statutory
  deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others,
- 5. The Paid leave for the entire Academic year is maximum of 8 days, in case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule taid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holldwys.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
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- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

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- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, Indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
- 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed
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We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce

(Dr. Mrs. Vandana Sinha Principal

I have read, understood and have agree to the same and conditions as mentioned in the above Letter of A. o michi

Appointment.

Mrs, Anita Uttam Miskin

Date: 01/08/2019





# Smt. Shyampatidevi Mishra Educational Trust's SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Attitiated to University of Mumbel.

Junior College : Affiliated to Nationalistica State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shehu Meharaj Road, Andheri (E), Mumbai - 400069, @:2684 0822/2683 3455

Outward No.:

Date: 06/06/2019

Mrs. Anina S. Yadav B-1/404 Ora Leongi Nager Cabin X Road. Bhayander (B) Maharashtra 401105,

Letter of Appointment

Mrs. Anita S. Yadav

It is our pleasure to welcome you to be a part of Sivi G.P.M. Degree College of Science & Commerce at Andheri East for the position of Asst. Professor. We would like to avail your service with affect from 06/06/2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 06/06/2019 and ends on 30/04/2020. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf,

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

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- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
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- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change 6: you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Continuence

(Or. Mrs. Vandaria Sisha)

Principal

I have read, understood and have agreed to all forms and conditions as mentioned in the above Letter of Appointment.

Mrs., Anita S. Yadav

Date: 06/06/2019



Dete: 01/06/2019



#### Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Number,

Junior College: Affiliated to Maherashire State Board of Secondary & Higher Secondary Education Pure. Rejarahi Shahu Maharai Road, Ancheri (E), Mumbal - 400009, ©;2684-0622/2683-3466

Outward No:

Miss. Othsya Rai 105 A: Wing, Divya Apartments Malad (East) Mumbal-400097

#### Letter of Appointment

#### Miss. Chhaya Rail

It is our pleasure to welcome you to be a part of Shri G. P.M. Degree College of Science & Commerce at Andherf

– East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2019. The
terms and conditions of your assignment are as follows:

- 1. Your assignment for a fixed period commences from 01/06/2019 and ends on 30/04/2020. Unless and until the assignment it renewed in writing [besed on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company I.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand Numberd Only) per month. Statutory deductions will be as applicable by the law.
- Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in flex thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 6 days in a week as per the schedule taid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Molidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20: You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neamess and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24, You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working figure. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and provious employment records should be submitted along with the photocopies for verification. (If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha) Principal

I have read, understood and have a present all terms and conditions as mentioned in the above Letter of Appointment.

Miss. Chhaya Rai Date: 01/06/2019

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
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G.P.W

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Yondana Sinha)

Principal

I have read, understood and have the first terms and conditions as mentioned in the above Letter of Appointment.

0-

Miss. Chhaya Rui Date: 01/06/2019





### Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affilfated to University of Mumbai.

Junior College : Alfillated to Mahatashira State Board of Secondary & Higher Secondary Education Pune. Rejershi Shahu Maharaj Road, Andheri (E), Mumbai - 400069, 40:2684-0622/2683-3455

Outward No.

Date: 01/06/2019

Mr. Deepak K Tiwari Room No 3 Vijay Sarveer Yadav Chawl, Appa Pada Kurar Village, Malad East,

#### Letter of Appointment

#### Mr. Deepak K Tiwari

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andherl - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2019. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 01/06/2019 and ends on 30/04/2020. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the sums will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be spedified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 18,500/ (Eighteen Thousand Five Hundred Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluraents etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization, Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mendatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fleu of notice under any reason thereof.
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- 12. This assignment and your continuation are subject to your having been found medically (physically and medically) fit by an authorized and recognized Medical Practitionar.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
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- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashlon based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entall action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance dally basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Validana Sinha) Principal

I have read, understood and have agreed to all terms and consultions as mentioned in the above Letter of

Appointment.

Mr. Deepak K Tiwari Date: 01/06/2019



Smt. Shyampatidevi Mishra Educational Trust's

SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE Degree College: Affiliated to University of Mumbai.

Junior College : Affiliated to Mahamathbra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andheri (E), Murritini - 400069, @:2664 0822/2683 3455

Dutward No.: 009/2019-20

Date: 01/06/2019

Mrs. Reyana Sureshial Valeja 383/ A Wing, Mahudi Darshan. Building, Dattent park, Kandivali (E), Mumbai- 400101.

### Letter of Appointment

Dear, Mrs. Reyona Sureshint Valeju.

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri for the position of Faculty. We would like to avail your service with affect from 01° June 2019. The terms and conditions of your maturement are an follows:

- Your assignment for a fixed period commences from 01" June 2019 and ends on 30<sup>th</sup> April 2020. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned that and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all malicure cost to organization, also temped as Cost to Company i.e., CTC, hereinafter referred as emplanents will be Rs. 25,000 (Twenty Five Thousand Only) per month. Statutery deductions will be as applicable by the law
- 4. Your employments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year in maximum of 2 days. In case if you join after commencement of the teactimic year, you would be conflict for leave purely and only on a Prorate basis. You are entitled for availing the large after a months of your joining the organization. Leave has to be applied sufficiently in advance and uncrioned by the Principal. The employee cannot proceed on Icayo till it is sanctioned. Leave cannot be included. The same cannot be claimed as matter of right,
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the Institution suo-moto by giving a notice period of attenst thirty working days or proportionale assignment amount in lieu thereof without assigning any reason
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- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private mitions / Coaching Class / any other assignments etc.

21. You will inculcate positive attributes including that of clearliness, neatness and respect for orderly

behavior in the students.

22. You will build and maintain cooperative relationships with students, parents and/or other stuff and communicate with them on students' progress and attainment, drawing attention to special skills and taleints as well as to problems or difficulties.

23. You will promote harmony and goodwill among the pupils and canure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

24. You will not indules in communition of intoxional of any kind whatsocver. You will not anoke f chew

tobacco / gutks / pan inside the institution premises and / or a the presence of students.

25. The institution expects you to follow a dress code which helps you to work comfortably and at the name time project a professional image to one students, parents, colleagues and community we are a part of Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

26. You will observe and others to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including

non-teaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded, not providing the updated information would amount to an act of

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner to any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the

expressed consent of management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at my time, disclose or divulge or make public, expect on legal obligation, my information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you darron the term of your assignment.

30. You may be issued some materials such as business materionary, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization

upon the segmention

31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the busis of information provided by you in the application and also at the time of interview. Original copies of the certificates, restimonials and previous employment. records should be submitted along with the photocopies for verification. If any declaration given by you provesto be false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship of partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall obtail action which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonarty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason.
- 35. Your services are transferable to any other Institution run by the same Management. You can also be sent on deputation to other Institutions.
- 36. You agree that the emoluments / cost to organization are incurred for specific performance which is manufactory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Faculty in our faulitation under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / domed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance deliy basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

if the above terms and conditions are acceptable to you, please communicate the acceptance of the analyzament terms, by signing and returning one copy, for our records. Please also include a self-attented photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly.

For, Shri G.P.M. Degree Collage of Science & Commerce

(Dr Mrs. Vandaua Sinhu)

Principal Authorised Signatory

I have read, understood and have agreed to ull terms and conditions as mentioned in the above Letter of Assignment.

(Mrs. Reyana Sureshlai Valeja)

Date: 01/06/2019





Dogree College: Affiliated to University of Numbel.

Junior College : Alfillated to Mahamahira State Board of Secondary & Higher Secondary Education Pure. Rejarsh: Shehu Maharaj Road. Andheri (E), Mumbai - 400069. Ø:2684-0622/2883-3466

#### Outward No.:

Ms. Shabana Shaikh Flat No:511, Milap Society, Juha Lane, Andberi West, Mumhai 400058.

### Date: 03/06/2019

#### Letter of Appointment

#### Ms. Shahene Sheikh

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 03/06/2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 03/06/2019 and ends on 30/04/2020. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

a. During the period of the assignment, your all-indusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 20,000/- (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal, The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatury that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this bahalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management, You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holldays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the dutles being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us distrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 97. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsority, mark his attendance through biometric device by puriching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance delity bads and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly.

For, Shri G.P.M. Dagree College of Science & Commerce:

(Dr. Mrs. Vandana Sinha) Principal

I have read, understood and have agreed to all terms and comments mentioned in the above Letter of

Appointment

Ms. Shahana Shaikh Date: 03/06/2019



### The state of the s

Degree College : Affiliated to University Junior College : Affiliated to Mahamath Rajarahi Shahu Mahamaj Road, M



parides i Mishra Educational Trust

idary & Higher Secondary Education Pune. - 400069, @:2684-0822/2683-3465

Outward No.:033/2019-20

Date: 07/10/2019

Ms. Shehnaz Mudassar Sayyad 192-18. Raibeny Quarters. Khar (E), Mombai -- 400051,

#### Letter of Appointment

Dear, Ms. Shekonis Mudhasan Sayyad.

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri for the position of Faculty. We would like to a vail your service with effect from 07<sup>th</sup> October 2019. The terms and conditions of your assignment are as follows:

- 1 Year assignment for a fixed period commences from 07<sup>th</sup> Octuber 2019 and earls on 30<sup>th</sup> April 2020. Unless and outil the assignment is renowed in writing (based on mutually accepted scope and terms), the same will automatically and on the above mantioned data and separate notice will not be issued in this helad?
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be should from time to time by the Compotent Authority of the Organization.

  Lightly the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Compony i.e., CCC, hereinafter referred as emoluments will be Rs. 20,000 (Twenty Thousand Only) per oranth. Statutory deductions will be as applicable by the faw.
- Your enrollments etc. are strictly confidential and should not be shared or informed to others.
- 5 The Paid tense for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for tense purely and only on a Proma basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has in be applied authority in advance and sanctioned by the Principal. The employee cannot proceed on tense till at is amended. I case cannot be creashed. The same connot be cleared as matter of right.
- You understand and according the middle of academic year, you will not terminate the assignment and indee the institution without written content of the competent i designated authority.
- If this assignment may be remainated by the institution sub-ninte by giving a notice period of alleast thirty working days or proportionate assignment amount in lieu thereof without assigning any ceason thorsof.
- S 3 otter of resignation should be submitted in the form of hardcopy. Resignation without a required native period is not acceptable.
- 9 In case where your request for termination of assignment is becapied during the academic year, it is nondators that you should give a notice period of alleast shirty crosking days or payment in feet of notice.
- 10 thy manufactized absence from duty for #2 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be remotested or account of abandonment and no claim will be entertained in this behalf.
- 19. You will be working from the Institution premises for 6 days in a week as per the schedule taid by your Principal or the Person authorized 4 designated by the Principal I Management. You will arrend the Institution puncturally and be present in the Institution during the prescribed hours including Saturdays of sate month and if required on weekly off I during Hotidays.
- C: The assignment and your continuation are subject to your having been found medically ophysically and menually) tit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the ourriculum? needs of the students end the Institution.

14. You will be responsible in the general organization of all activities including boilding periodical

examination, assessment, Non-Teaching Assignments etc.

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

to. You will help organize and partake in the various co-curricular activities, programs and events organized

by the institution.

17 You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

IR You will prepare and provide oral / written assessments relating to the learning and development of

- students. or You will carry out student assessment work and record their progress and attainment of grades in an appropriate source and in a sunsty faction bond on the norms laid by the institution.
- to. You will not obuse your professional position for personal profit in profit in money, made or services from students or their families by indulging in activities much in Private tellions / Courbing Class / my other assignments etc.

21. You will inculcate positive attributes including that of elevatiness, matness and respect for orderly

behavior in the students.

22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and analyment, drawing attention to special skills and intents as well as to problems or difficulties.

23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is

imposed on any pupil on the ground of religion, caste, creed, nationality or community, etc.

24. You will not hiddles in consumption of intoricant of any kind whatsoever. You will not smoke / show

tobacco / guiles / pan inside the institution premises and / or n the presence of students.

25. The institution expects you to follow a dross code which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of, Hence, it is essential that you take pride in your appearance and malutain proper dress code and general among the working hours. You are expected to dress neatly and in a manner consistent with the a was noting distributed.

... You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including

non-reaching duties.

37. In case there is any change in your qualification/s, residential address, landling number, mobile number. you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

25. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name. image or personality be used by any media or office organization / Institution without the expressed consent

of management in writing.

30. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at my time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your gesignmant.

50. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization

upon the separation.

This letter expresses the understanding between you and the organization with respect to the subject matter.

and superactes all prior proposals, agreements, representations and understandings.

1.1 This letter is being issued in you on the basis of information provided by you to the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment recurds should be submitted along with the photocopies for verification, if any declaration given by you provesto be take or it you are found to have willfully suppressed any material information, this assignment will be lights to be terminated without any notice.

33. Nothing in this letter skall be deemed to create any relationship of partnership, or joint venture between

you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, regularace, insobordination, indiscipline, absence from duty without pertribution or any other conduct considered by us. detrimental to our interest or violation of one or more berries of this letter, this uniformate may be remninated without notice and / or reason.

15. Your services are transferrable to any other Institution run by the same Management. You can also be sent

on departation to other institutions.

36 You agree that the emoluments / cost to organization are incurred for specific performance which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designmed

37 In case of all dispute / confusion / clarification related to the torms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbei

Court's only-

The above terms and conditions of assignment are subject to change & you will be communicated as and

when the changes are effected which will be binding on you.

- 39. This assignment is made on the basis of information provided by you in the application and also at the time. of interview and your representation that you are qualified and competent to be engaged as Paculty in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Munital University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable stanutory / decreed a**uthori**ties
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by penching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of monagement, enhancing college will not be responsible for the same.

Year performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory.

then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the tener. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your truly.

For, Shri G.P.M. Degree Collage of Science & Commerce

Principal

Authorised Signutury

firms and conditions as mentioned in the above Letter of I have read, understood and have mile Assignment

( Shelanaz Mudassar Sayyad )

Date: 07/10/2019



Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbel.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pane.

Rejerohl Shahu Maharaj Road, Andhori (E), Mumbel - 400069, ©:2884-0822/2683-3455

Outward No.:002/2019-20

Date: 11/06/2019

Ms. Shruti Bole 63/H, Aptewadi Room Ns.12, Goldalis Road North Dadar (w), Marabai-460028.

#### Letter of Appointment

Dear, Ms. Shruti Bole

It is our pleasure to welcome you to be a part of S of the M. Engage College of Science & Commerce at Anchori for the position of Faculty. We would like to adapt ones cervice with effect from 11° Ams 2019. The terms and conditions of your recommendation in follows:

- Your insignment for a fixed period commences from TE's lime 2019 and ends on 10<sup>th</sup> April 2020.
   Unless and until the assignment is renewed in writing (tassed on minimally accepted scope and terms), the same will automatically end on the above mentioned cate and separate notice will not be issued in this behalf.
- Your accommbilities and deliverables will be lessed on the discussions we had with you and as would be specified from time to time by the Computent Authority of the Organization.
- 3. During the period of the anticament your all-maturity carrier to openization, also termed as Cost to Company i.e., CTC, hereinafted referred as employments will be Rt. 18,500 (Eighteen Thousand five Only) permonth. Statutory deductions will be an applicable by the law.
- 4. Your emoluments etc. are strictly confidential and should not be shired or informed to others.
- 5. The Paid leave for the fentire Adultante year is illuminated 8 days in one if you join after commencement of the academic year, you around no critical for leave purely and only on a Promas basis. You are entitled for availing the leave often a month of your joining the organization. Leave has to be applied sufficiently in advance and smotlehald by the Principal. The imployee cannot proceed on leave till it is sanctioned. Leave cannot be considered. The same cannot be cannot be matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent of designment authority.
- This assignment may be reminated by the Institution suc-moto by giving a police period of attent
  thirty working days or proportionate assignment amount in less thereof without assigning any reason
  thereof.
- Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the scademic year, it is mandatory that you should give a notice period of atleast thirty working days or payment in lieu of notice.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will artend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your testure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.

14. You will be responsible in the general organization of all activities including holding periodical

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15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized by

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of

- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and malutain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attributent, drawing attention to appeal a skills and talents as well as to problems or difficulties.

23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

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tobacco / gutha / pen inside the institution premises and / or n the presence of students.

25. That institution expects you to follow a dress code which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of, Hence, it is essential that you take peids in your approximee and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization us may be applicable. You will discharge such duties as may be assigned to you including non-teaching

duties.

27. In case there is any change in your qualification's, residential address, hadding number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded, not providing the updated information would amount to an act of indiscipline.

26. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, mane, image or personality be used by any media or other organization? Institution without the expressed consent

of management in writing.

29. You will maintain all information, documents and I or materials gathered by you during the course of your engagement in strict confidence. You will not capy or make notes of each information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divalge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon

the separation.

31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings,

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provesto be

false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

3). Nothing in this letter shall be decided to create any relationship of partnership, or joint venture between you

and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action which may include termination. If at my time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishenesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason.

35. Your services are transferable to any other institution run by the same Management. You can also be sent on deputation to other Institutions.

- 36. You agree that the emplaments / cost to organization are incurred for specific performance which is mandatory. You caree to perform such other duties and conform to such other instructions relating to your unignment as may be required or be issued to you from time to time by the competent / designated nuthority.
- 37. In case of all dispute / confusion / clarification related to the terms of this latter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only,

38. The above terms and conditions of assignment are subject to change & you will be communicated as and

when the changes are effected which will be binding on you.

- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Faculty in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable stantory / deemed anthorities:
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise cellege will not be responsible for the same.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory. then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving Heense / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and vold.

We look forward to working with you in an institution that is challenging, stimulating and striving towards. excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree Collage of Science & Commerce COLLEGA

(Dr Mrs. Vandana Sinha) Principal Authorised Signatory

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Assignment,

Mothert Co.

furnica a

( Ms. Shruti Bole )

Date: 11/06/2019





### Smt. Shyampatidevi (Vishra Educationa) Trust's

### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbel.

Junior College : Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Pure. Raiarahi Shahu Maharaj Road, Andheri (E), Mombei - 400069. 0:2684 0822/2689 3455

Outward No.

Ms. Shwota Yadav Badrinath Yadav Chawl, Room No 02, Ghartan Pada 02, Dahlear Bast-400068

Date: 27/06/2019

### Letter of Appointment

Ms. Shweta Vadav

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Ancheri
- East for the position of Assi, Professor. We would like to avail your service with effect from 27/06/2019. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 27/06/2019 and ends on 30/04/2020. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your aff-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as amoluments will be Rs. 18,500/- (Eighteen Thousand Five Hundred Only) permonth. Statutory deductions will be as applicable by the law.

A. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8, Letter of resignation should be submitted in the form of hardcopy. Resignation without a required nodos period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mendatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from the for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no dalm will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

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- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

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Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Yandana Sinha)

Principal

I have read, understood and have agreed to all more and

Appointment.

Ms. Shweta Yadav Date: 27/06/2019

3/3

as mentioned in the above Letter of

Date: 01/06/2019



### Smt. Shyampatidevi Mishra Educational Trust's

### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College : Affiliated to Maharashire State Board of Secondary 8. Higher Secondary Education Pene. Raiarshij Shahu Maharaj Road, Andheri (E), Mumbei - 400069, ©:2664-0822/2683-3455

Outward No.

Mr. Sujeet Kumar Kanojia 26/13, The Great Indira Nagar, Marol Pipe Line, A.K. Road, Andheri East, Mumbai-400059

### Letter of Appointment

Mr. Sujeet Kumar Kanojia

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2019 and ends on 30/04/2020. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/- (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34, You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence. insubordination, indiscipline, obsence from thity without permission or any other conduct considered by usdetrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal.
- 38. The above terms and conditions of assignment are subject to change 8, you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal. in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbel University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case. of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested. photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards. excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha) Principal

I have read, understood and have agreed to all terminal conditions. Appointment.

Andherl (E

mentioned in the above Letter of

Mr. Suject Kumer Kanojia

Date: 01/06/2019





### Smt. Shyampotidevi Mishra Educational Trust's

### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbai.

Junior Cottage : Affiliated to Mahamashtra State Board of Secondary & Higher Secondary Education Pune.
Rajarshi Shahu Maharaji Road, Andheri (E). Mumbai - 400069. @:2884 0822/2683 3455

Date: 11/12/2019

Outward No.:

Mrs. Vinita Bajpai Plat No. 601, Biles Global Arena Naigaon East Tivrari Road Mumbai-401208

#### Letter of Appointment

### Mrs. Vinite Bajpai

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Ass. Professor. We would like to avail your service with effect from 11/12/2019. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 11/12/2019 and ends on 30/04/2020. Unless and until
the assignment is renewed in uniting (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is senttloned. Leave cannot be encased. The same cannot be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandetory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) (it by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Mon-Yeaching Assignments etc.

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- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
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- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of Interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your sendces are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
  36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attented photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal.

I have read, understood and have agreed to all to

Appointment.

Mrs. Vinita Bajpai

Date: 11/12/2019

conditions as mentioned in the above Letter of



### SHRI G.P.M. DEGREE COLLEGE

Jevi Mishra Educational Trust

Degree College: Affiliated to University of Mumbal.
Junior College: Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajarahi Shahu Maharas Road, Andhen (E), Mumbal. 40(059, © 2884-0822/2683-3455

Dutward No.:031/2019-20

Date: [2/07/2019

Ms. Vynajana Fulchand Vaday Room No:-207, waar Sangara, Nagar Pelice Chowki, Autophill, Wadala Mumbai - 400837.

### Letter of Appointment

Deer, Ms. Vyanjana Fulchand Yadav

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andherl for the position of Paculty. We would like to avail your service with effect from 12° July 2019. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 12<sup>th</sup> July 2019 and ends on 30<sup>3</sup>. April 2020, Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above manifolded date and separate potice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be --

specified from time to time by the Coropetent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinster referred as emoluments will be Rs. 20,000 (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be stured or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Procata basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encashed. The same cannot be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment.

and leave the institution without written consent of the competent / designated authority,

This assignment may be terminated by the Institution suc-mote by giving a notice period of atleast thirty
working days or proportionate assignment amount in lieu thereof without assigning any mason therout.

 Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of atleast thirty working days or payment in lieu of notice.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be

terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your configuration are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

33. Nothing in this letter shall be deemed to create any relationship of pertnership, or joint venture between

you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action which may include terralnation. If at any time, in the opinion of the organization's menagement, which is final in this matter, you are insolvent or found gulky of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conflict considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / of reason.

35. Your services are transferable to any other fustitution run by the same Management. You can also be sent

on deputation to other institutions.

36. You agree that the empluments I cost to organization are incurred for specific performance which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / chrification related to the terms of this latter, the decision of the organization shall be final and binding. All logal disputes would be strictly under jurisdiction of Mumbal

Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and

when the changes are offected which will be binding on you.

- 39. This assignment is made on the besis of information provided by you in the application and also at the time of interview and your representation that you are qualified and composent to be engaged as Faculty in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Muratic University IMakarashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities
- 40. We have biometric system of attendance and every teacher has to compelsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance, 93 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basic and in case of any discrepancy due to his imposs or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same.

4). Your performance shall be reviewed on somester basis. If your performance is found to be unsatisfactory,

then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attented photocopy of government photo identification (such as driving licence / passport) along with the signed copy of the letter, if no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your truly,

For, Shei G.P.M. Degree Collage of Science & Commerce

Principal

Authorised Signatury

Vandana Smha )

I have read, understood and have agreed and beings and conditions as mentioned in the above Letter of

Assignment.

(Vyanting Fulchand Yudav)

Date: 12/07/2019

13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course meterial and undertake research related to the curriculum / needs of the students and the Institution.

(4. You will be responsible in the general organization of all activities including holding periodical

examination, assessment, Non-Teaching Assignments etc.

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized

by the Institution.

17. You will purtilize in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of students.

19. You will carry out student assersment work and record their progress and attainment of grades in an appropriate manner and in a timety feation based on the norms laid by the institution.

20. You will not abuse your professional position for personnal profit in profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.

2). You will inculence positive attributes including that of cleanliness, neatness and respect for orderly

behavior in the students.

22. You will build and maintain occuperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.

23. You will premote harmony and goodwill among the pupils and ensure on discrimination of any kind is

imposed on any pupil on the ground of religion, caste, creed, rationality or community, etc.

24. You will not indulge in consumption of intexicant of any kind whatsoever. You will not smoke I chew

tobacco / guttes / pan inside the institution premises and / or notic presence of students.

25. The institution expects you to follow a dress code which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a number consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including

non-teaching duties.

27. In case there is any change in your qualification/s, residential address, tandline number, mobile number, you will infinate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not essociate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed concent.

of management in writing.

29. You will nutintain all information, documents and f or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization.

upon the separation.

31. This letter expresses the understanding between you and the organization with respect to the subject matter

and superasdes all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provesto be false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

# Academic Year 2020 - 2021

Smt. Shyampatidevi Mishra Educational Trust's



### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbol.
Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pone. Rajarahi Shahu Maharaj Road Andheri (E). Mumbal - 400069. ©:2684 0822/2683 3455

Outward No.: 1/6 | 2/64

Date: 17/06/2020

Miss. Linnet Purackal

B/303, Shree Krishon Complex Opp National Park Borlvali East.

#### Letter of Appointment

Miss. Linner Puracical

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri East for the position of Ass. Professor. We would like to avail your service with effect from 17/06/2020. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 17/05/2020 and ends on 30/04/2021. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and reparate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company. i.e., CTC, hereinafter referred as emploments will be its: 20000/ (Twenty Thousand only) per mooth. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days, in case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Exave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Livre cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of scademic year, you will not terminate the assignment. and leave the institution without written coolers of the competent / designated authority.
- 7. This assignment may be comminated by the Institution sub-moto by giving a notice period of at least thirty. working days or proportionate assignment amount in fice thereof without assigning any reason thereof,
- S. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any moson thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the institution premises for & days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the Institution during the prescribed bours including Saturdays of each month and I required on weeltly off / during Holidays.
- 12. This addignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. Inaddition, you are expected to prepare course material and undertake research related to the corriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination. assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will pertake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- You will prepare and provide oral / written assessments relating to the fearning and development of students.
- £9. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashfort based on the norms leid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulping in activities such as Private builtions / Coaching Class / any other assignments etc.
- You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and tainnis as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intexicant of any Eind whatsoever. You will not smake / chew tobacco / gotku / pun inside the institution premises and / or notice presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the eightessed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents impect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or workcarried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This fetter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this essignment will be liable to be terminated without any notice.
- Nothing in this letter small be deemed to create any relationship or partnership, or joint venture between
  you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations a) prescribed by the management from time to time and any breach of the conditions shall email action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in classe /.

35. Your services are transferable to any other institution run by the same Management anywhere in inclin. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.

18. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under roles and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance, 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis, if your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly:

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Yandana Sinha)

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Andhys (6) Mumbal-59

Miss Linnet Purackal Date: 17/06/2020



Smr. Shyumpatidevi Mishra Educational Trust's



### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree Colloge: Affiliated to University of Mumbal.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shaho Maharaj Road, Andhen (E1, Mumba) - 400069, ₹12684 0822/2683 3455.

Outward No.: 410/2000

Date: 17/06/2020

Mr. Ketan Chindarkar

Rommo, 79, Bbd No. 9 Christ Sewrise, Near Station Sewree West Mumbai-400015

#### Letter of Appointment

#### Mr. Ketan Chindarkar

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri East for the position of Asia Professor. We would like to avail your service with effect from 17/06/2026. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 17/06/2020 and ends on 30/04/2021. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the visignment, your all inclusive cost to organization, also termed as Cost to Company Le., CTC, hereinafter referred as emoluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned, Leave cannot be encased. The same cannot be claimed as matter of right.
- You understand and accept that curing the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of ut least thirty working days or proportionate assignment amount in feu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertured in this behalf.
- 13. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your luving been found medically (physically and mentally) fit by an authorized and recugnized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the corriculum / needs of the students and the lostitution.
- You will be responsible in the general organization of all activities including holding periodical elumination, assessment, Non-Teaching Assignments ate.

- 15. You will, in cooperation with other institution authorities, share the responsibility of sutting up and maintaining a learning environment suitable to the task and students.
- You will help organize and purtake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will particle in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- You will prepare and provide oral / written assessments relating to the loarning and development of students.
- 19, You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
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- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intaxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any charge in your qualification/s, residential address, landline number, wobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. Your agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management to writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same mode known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between
  you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination if at any time, in the opinion of the organization's management, which is final in this matter, you are implicant or found guilty of dishonesty, disobedience, disorderly behavior, hagilgance, insubordination, indiscipline, absence from duty without permission or any other conduct considered by or detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in india, You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Murbbi University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. OS late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be enterrained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.
- If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and yold.

We look forward to working with you in an institution that is challenging, stimulating and striving towards, excellence in the field of education.

P. COLL

Anabest (E

Your's truly,

For, Shri & P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above tetter of Appointment.

Mr. Ketan Chindarkar Date: 17/06/2020

Smt. Shyampatidevi Mishra Educational Trust's



### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Dogree College: Affiliated to University of Mumbai.

Junior College: Affiliated to Maharashtra State Board of Secondary 5 Higher Secondary Education Plane. Rejarshi Shahu Maharaj Road, Andhen (E), Mumbal - 400069, 7:2684-0822/2683-3455

Outward No. 2. 73 / 2 000

Date: 17/06/2020

Mr. Dilip Kumar Shah Room No. 703 Khindwala Datta Mandir Road Vakola Bridge Santacruz East 400055.

#### Letter of Appointment

Mr. Dilip Kumur Shah

It is our pleasure to welcome you to be a part of Shir G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Ass. Professor. We would like to avail your service with effect from 17/06/2020. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period communies from 17/06/2020 and ends on 30/04/2021. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- During the period of the assignment, your all inclusive cost to organization, also remed as Cost to Company
  Le., CTC, hereinafter referred as emoluments will be its. 200007 (Twenty Thousand only) per month. Statutory
  deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and enty on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirry working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- B. Letter of resignation should be submitted in the form of hardcopy: flesignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is numberory that you should give a notice period of at least shirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for O2 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be extertained in this behalf.
- 12. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the Institution during the prescribed hours including Saturcays of each mornin and if required on weekly off / during Holidays.
- 1.2. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the healtution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the listitution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will pertake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperation relationships with students, parents and/or other staff and sprintingists with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intexicant of any bind whatsoever. You will not smoke / chew tobacco / gutla / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of inolacipling.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or dividge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc., which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between
  you and the organization.

- 34. You will be required to follow the conduct and disripline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India.
  You can also be sent on deputation to other institutions by the management & you are bound to accept it.
- 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Waharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compelsorily, mark his attendance through biometric device by punching every day at the time of armsol in the college and departure from the college. Salary shall be calculated as per the biometric attendance. (It late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no roply accepting the assignment terms is submitted, this letter shall be deemed as concelled and void.

We look forward to working with you in an institution that is mailenging, stimulating and striving towards extellence in the field of education.

Your's truly

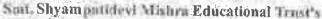
For, Shri G.P.M. Degree College of Strengt & Commerce.

(Dr. Mrs. Vandana Sinha

Principal

I have read, understood and have as a confidence as mentioned in the above Letter of Appointment.

Mr. Dilip Kumar Shah Date: 17/06/2020





### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbai.

Junior College: Affiliated to Maharashbu State Soard of Secondary & Higher Secondary Education Pone. Rejeasts Shahu Maharas Road, Andhen (E), Momber - 400069, 9:2684-0822/2683-3455

Outward No. 125-12-12

Date: 17/06/2020

Mrs. Vinita Bajpai Fint No. 601, Billis Global Arena Naigaon East Tivari Road Mambai-401208

#### Letter of Appointment

#### Mrs. Vinita Baipal

It is our pleasure to welcome you to be a part of Shri-G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Ass. Professor. We would like to avail your service with effect from 17/06/2020. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 17/06/2020 and ends on 30/04/2021. Unless and until
the assignment is renewed in virting (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company
Le., CTC, bereinafter referred as emploments will be its. 20000/ (Twenty Thousand only) per month. Statutory
deductions will be as applicable by the law.

4. Your employments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the online Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in iteu thereof without assigning any reason thereof.

 Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized obsence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule faid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the presented hours including Saturdays of each month and if required on weekly off / during Holidays.

 This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15: You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 27. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- You will promote frammony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any qualifier the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipling.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of Information provided by you in the application and viso at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between
  you and the organization.

- 34. You will be required to follow the conduct and disopline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are inspivent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be angaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's obsence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 43. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.
- If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.F.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal.

I have read, understood and have agreed to 20 series and conditions as mentioned in the above Letter of Appointment.

Митров-Ву.

Mrs. Vinita Bajpai Date: 17/06/2020



Smt. Shyampatidevi Mishra Educational TruxPs



SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE Degree College: Affiliated to University of Mumbal.

Junior College | Affiliated to Maharashtra State Boord of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andheri (E). Mumbai - 400069. v.:2684-0822/2683-3455

Date: 17/06/2020 Outward No.:

Miss. Aditi Chanhan A-101 Panchsheel Building Sir PM Road Chakula, Andberi East Mombri.

#### Letter of Appointment

Miss. Aditi Chauhan

it is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri. East for the position of Ass. Professor. We would like to avail your service with effect from 17/06/2620. The terms and conditions of your assignment are as follows:

- 1. Your assignment for a fixed period commences from 17/06/2020 and ends on 30/04/2021. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will autumatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Ri. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after communicant of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is senctioned, Leave cannot be encased. The same cannot be claimed as matter of right:
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment. and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be commuted on account of abandonment and no dains will be entertained in this behalf.
- 11. You will be working from the lostitution premises for 5 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management, You will attend the Institution purictually and be present in the institution during the prescribed hours including Saturdays of each mornhand if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically lohysically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure; in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.
- 14. You will be responsible to the general organization of all activities including helding periodical exemination. assessment, Non-Teaching Assignments etc.

- You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- You will prepare and provide oral / written assessments relating to the learning and development of students.
- You will carry out student assessment work and record their progress and attainment of grades in an appropriate marrier and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indisigning in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, meatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents anci/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community erc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutta / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helpsyou to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress nearly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-traching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indisciplino.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you carring the course of your engagement in strict confidence. You will not copy or nake notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization open the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject nucter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, textimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 14. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by to detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in classe 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management 8 you are bound to accept it.
  36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / displication related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institutions under rules and regulations prescribed by AKCE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 93 fate remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be reminated in mid-session also.
- If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attented photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vändana Sinha) Principal

I have read, understood and have agreed iff terms and conditions as mentioned in the above Letter of Appointment.

Miss. Aditi Chauhan Date: 17/06/2020



## Smt. Shyampatidevi Mishra Educational Trust's SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE



Degree College: Affiliated to University of Mumbai.

Junior College: Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pure.

Date: 01/08/2020

#### Outward No.:

Mrs. Savita Shinde Badrinath Chawl, Room No 05, Ghartan Pada 02, Dahisar East-400068.

### Letter of Appointment

#### Mrs. Savita Shinde

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/08/2020. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/08/2020 and ends on 30/04/2021. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/- (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holldays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of sciting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and particle in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appreisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, taste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pen inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a drass code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper chess code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and f or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's offgirs or work carried out whether the same made known / available to you or become known / available to you diving the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any doctoration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this fatter shall be deemed to create any relationship or partnership, or joint venture between you and the organization

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all termination of mentioned in the above Letter of Appointment.

Mrs. Savita Shinde Date: 01/08/2020





Smt. Shyampatidevi Mishra Educational Trust's

### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbel.

Junior College : Affiliated to Maherashira State Board of Secondary & Higher Secondary Education Pone. Rajarshi Shehu Maharaj Road, Andheri (E), Mumbei - 400069. @:2684 0622/2683 3455

Date: 17/01/2021

Outward No.

Mr. Hemant Birendra Yadav Shree Ganesh Rahiyasimandal. Prem Nagar, Near Ankur Building, Goregaon West, Mumbai -400104

#### Letter of Appointment

Mr. Hemant Bireadra Yadav

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri

East for the position of Asst. Professor. We would like to evail your service with effect from 17/01/2021. The

terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from \$7/01/2021 and ends on 30/04/2021. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be

specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company I.e., CTC, hereinafter referred as emoluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave ofter 3 months of your joining the organization. Leave has to be applied sufficiently in advance. and sanctioned by the Principal, The employee cannot proceed on leave till it is sanctioned, Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment.

and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice

period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated

on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and If required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

 You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc. 1/3 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized

by the institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.

21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly

behavior in the students.

- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutks / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatily and in a manner consistent with the duties being discharged.

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27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

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of this management in writing.

29. You will maintain all information, documents and / or materials gethered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization.

upon the separation.

31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.

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33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between

you and the organization.

36. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept in.
36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of ettendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the environ of the said day.

4). Your performance shall be reviewed on semester basis, if your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving ticense / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and word.

We look forward to working with you in an institution that is challenging, stimulating and striving bowards excellence in the field of education.

Accihert 🕝

Your's bruly.

For, Shri G.P.M. Degree College of Science & Commerce.

Principal

I have read, understood and have agreed I Appointment. mind from as mentioned in the above Letter of

Mr. Homant Birendta Yaday

Date:17/01/2021



Date: 18/01/2021



### Smt. Shyampatidevi Mishra Educational Trust's

### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbal.
Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajershi Shahu Maharaj Road, Andheri (E), Mumbal - 400069, ©:2684-0822/2883-3465

Outward No.:

Mrs. Shivali Anil Nagarkar A-603, Harsh Piaza, Nr Gee Club, Mira Road Mumbai -401107

### Letter of Appointment

### Mrs. Shivali Anil Nagarkar

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commarce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 18/01/2021. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 18/01/2021 and ends on 30/04/2021. Unless and until
  the assignment is renewed in writing (beset on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, harefrafter referred as emoluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8, Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mendatory that you should give a notice period of at least thirty working days or proportionate assignment, amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf,
- 11. You will be recriting from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in comperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
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- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20, You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
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- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smake / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or meterials gethered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in confunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shaps and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification, if any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indisciptine, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management enywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 35. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated

37. In case of all dispute / confusion / dartification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal.

38. The above terms and conditions of assignment are subject to charge & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal In our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as par the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case. of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semoster basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly.

For, Shri G.F.M. Degree College of Science & Commerce.

(lan Mrs. Vandana Sinha) Principal

I have read, understood and have agreed to all thems and contilions as mentioned in the above Letter of Appointment.

Mrs. Shivali Anil Nagarkar Date:18/01/2021





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbel.

Junior College: Affiliated to Materialitra State Board of Secondary & Higher Secondary Education Pune. Rejumble Strate: Material Road, Andheri (E.), Mutatail - 400069, <- 2684-0822/2683-3465

Outward No. Date: 02/09/2020

Ms. Arskia A. W. Khan 4/A/41, Bombay Taximens Colony CHS L. T.D., 306, L.B.S. Marg, Near B.K.C., Kurla (W), Mumbal-400070

#### Letter of Appointment

Ms. Amhia A. W Khan

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andhen - East for the position of Ass. Professor. We would like to avail your service with effect from 02/09/2020. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 02/09/2020 and ends on 30/04/2021. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be its. 70000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as mutter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandomeent of your services and no further notice will be required to be given to you in this behalf. Your services will be reminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 6 days in a week as per the schedule faid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Halidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum f needs of the students and the institution.
- You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 45. You will, in cooperation with other institution authorities, there the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- You will help organize and particle in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private turtions / Coaching Class / any other assignments etc.
- You will inculcate positive attributes including that of dearliness, neatness and respect for orderly behavior in the students.
- 22: You will build and maintain cooperative relationships with students, purents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intestrant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or nothe presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in sonjunction with your work for the organization. You will not, at any time, disclose or divolge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- \$1. This letter expresses the understanding between you and the arganization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of intendew. Original copies of the certificates, testimorials and provious employment records should be submitted along with the photocopies for verification. If any declaration given by you provestone false or if you are found to have writfully suppressed any material information, this assignment will be liable to be terminated without any notion.
- 55. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time end any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found golity of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India, You can also be tent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the employments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to your from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All logal disputes would be strictly under jurisdiction of Mumbai Court's poly.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / OTE / NCTE / Mumbai University / Waharashtra State Board of Secondary & Higher Secondary or any other applicable statisticity / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance, os late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attented photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter, if no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving sowards excellence in the field of education.

Your's troly,

For, Shri G.P.M. Deprey College of Science & Commerce.

(Dr. Mrs. Windana Sinha) Principal

Thave read, understood and have agreed to all terms and conditions as mentioned in the above better of Appointment

Anchor (B) Mumbul-pg

Ms. Arshin A.W. Klein Date: 02/09/2020







Dogram College: Affiliated to University of Mumbai.

Junior College ; Affiliated to Mateuraubtra State Board of Secondary & Higher Secondary Education Pune. Rejarch) Shabo Mateuraj Roset, Arctines (E), Mombal - 400969, 10:2684-082262883-3455

Outward No.: Date: 04/11/2020

Miss. Rudha Minhre Room No.02 1st Floor Roop Mahai A Wing Next To Rhar Social Hotel 5 Khar Road Khar West Pin Code 400052.

#### Letter of Appointment

#### Miss. Radho Mistra

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andherl
- East for the position of Ass, Professor. We would like to avail your service with effect from 04/13/2020. The
terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 04/11/2020 and ends on 30/04/2021. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cour to organization, also termed as Cost to Company i.e., CTC, nerelinafter referred as empluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the editre Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on feeve till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in fleu thereof without assigning any reason thereof.
- Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if regulated on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.
- You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- You will prepare and provide oral / written assessments relating to the learning and development of students.
- You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- You will incultable positive attributes including that of deanliness, neutress and respect for underly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and faients as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicent of any kind whatsoever. You will not smake / thew tobacco / gutka / pan inside the institution promises and / or nithe presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and achieve to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-leaching duties.
- 27. to case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or bu concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
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- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- This letter expresses the understanding between you and the organization with respect to the orbject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being lisued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between
  you and the organization.

- 34. You will be required to follow the conduct and discipline rules management from time to time and any breach of the sanditions termination. If at any time, in the opinion of the organization's mayou are insolvent or found guilty of dishonesty, disobedies insubordination, indiscipline, absence from duty without permissic detrimental to our interest or violation of one or more terms terminated without notice and / or reason without any assignment 35. Your services are transferable to any other institution run by 'You can also be sent on deputation to other institutions by the n 36. You agree that the emoluments / cost to organization are I mandatory. You agree to perform such other duties and conformassignment as may be required or be issued to you from tir authority.
- 37. In case of all dispute / confusion / clarification related to the terms of the new organization shall be final and binding. All legal disputes would be strictly under jurisdiction of money. Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance, Q3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.
- If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stituolating and striving towards, excellence in the field of education.

Your's truly,

For, Shri G.F.M. Degree College of Science & Commercis,

Absolute (III)

Numbui-69

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have appeared all terms and conditions as mentioned in the above Lecter of Appointment.

Miss. Radiu Mishra Date: 04/11/2020

Smt. Shyampatidevi Mishra Educational Trust's



# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affillated to University of Mirrobal.

Junior College : Affiliated to Maharashtra State Board of Sucundary & Higher Secondary Education Pune. Respond to Shiphia Method Research Research

#### Letter of Appointment

#### Mrs. Priyanka Chauban

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Faculty. We would like to avail your service with effect from 01/02/2021. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 01/02/2021 and ends on 30/04/2021. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be \$\Pi\_\$. 20,000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- 5 The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sunctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- 5. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for Q2 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.
- 13. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed bours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, is addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 1.4. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Tracking Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partials in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private ruitions / Conching Class / any other assignments etc.
- You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, ceste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intexicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or nother presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or the concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be assued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposats, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline roles and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by an detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause ?.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 18. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Menarasistra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. Os late remark will be treated as one day's absence from college. Every employed of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be untatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a salf-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. It no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree Callege of Science & Commerce.

(Dr. Mcs. Vandana Sinha)

Principal

I have read, understood and have agreed to all forms and conditions as mentioned in the above Lettor of Appointment.

Mrs. Priyanka Cheuhan Date: 01/02/2021

Date: 15/06/2020





# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Decree College : Attiliated to University of Mumbol.

Junior College: Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pure. Report in Shaha Maharaj Road, Angheri (E), Maratan - 400009, 47:2084-0822/2083-0455

Outward No. 10 1 20 10

Miss. Mannta D Yagiav 10/28, Mourya Chowl, Nav Shakti Nagar, Behram Bang Jogeshwari West, Mumbai-400102.

Letter of Appointment

Miss. Marata D Vaday

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Aridberi – East for the position of Faculty. We would like to avail your service with effect from 15/06/2020. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 15/06/2020 and ends on 30/04/2021. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company
i.e., CTC, hereinafter referred as emoluments will be its. 15,500/ (Eighteen Thousand Five Hundred ordy) per
month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned, beave cannot be encased. The same cannot be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and seave the institution without written consent of the competent / designated authority.

This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty-working days or proportionate assignment amount in flew thereof without assigning any reason thereof.

 Littler of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no darm will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the presented hours including Saturdays of each month and if required on weakly off / during Holidays.

 This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment. Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment sultable to the task and students.
- You will help organize and partiale in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partiake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a Unicly fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private suitions / Coaching Class / any other assignments etc.
- You will inculcate positive attributes including that of deapliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and tailments as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, coste, creed, nationality or community etc.
- 24. You will not include in consumption of Intodeant of any kind whatsoever. You will not smake / chew topacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress readly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 22. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an aut of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's effairs or work carried out whether the same made knows / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you und the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being usued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between
  you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal In our institution under rules and regulations prencribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to computatily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the blometric attendance. Of late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis if your performance is found to be umatisfactory, then your services may be terminated in mid-session also.
- If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and roluming one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri S.P.M. Degree College of Science & Commerce.

HEE GOY

Another (E

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have about to all terms and conditions as eventioned in the above letter of Appointment.

Miss Manta D Yadav Date 15/06/2020

3/3





### Smt. Shyampatidevi Mishra Educational Trust's SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Artificated to University of Mumbal.

Junior College : Affiliated to Meharashtra State Spard of Secondary & Higher Secondary fiducation Pune. Rejarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. 42:2684 0822/2883 3465

Date: 16/06/2020

Outward No.

Mr. Atol Omprakash Yadav Room No. 144, Patel Compound W F Society Kurar Village Malad (E), Mumbai -400097

#### Letter of Appointment

Mr. Atul Omprakash Yadav

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 16/06/2020. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 16/06/2020 and ends on 30/04/2021. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 25000/ (Twenty-Five Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, 1/3 assessment, Non-Teaching Assignments etc.

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized

by the institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of students.

19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms (ald by the institution.

20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.

21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly

behavior in the students.

- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is Imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chaw tobacco / gutka / pan inside the institution premises and / or n the presence of students.

25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or sattlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-

teaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or incirrectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent

of this management in writing-

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization

upon the separation.

31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between

you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disabedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai

38. The above terms and conditions of assignment are subject to change & you will be communicated as

and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged at Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of errival in the college and departure from the coffege. Salary shall be calculated as per the biometric ettendance. D3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case. of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the and of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be

ursatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-ettested photocopy of government photo identification (such as driving ticense / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

For, Shri G.P.M. Degree College of Science & Commerce.

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Mr. Atul Omprakash Yadav

Date: 16/06/2020





Smi, Shyampatidevi Mishra Educational Trust's SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbal.

Jurior College : Alfiliated to Mahatashtra State Board of Secondary & Higher Secondary Education Pune. Rejershi Shahu Maharaj Road, Andheri (E), Mumbel - 400069, ©:2684 0822/2683 3455

Date: 01/06/2020

Outward Ma:

Miss, Chhava Rai 105 A. Wing, Divya Apertments Malad (East) Mumbal-400097

#### Letter of Appointment

Miss, Chhaya Rei

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Ancheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2020. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period communes from 01/06/2020 and ends on 30/04/2021. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your emplurements are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment

and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hurdcopy. Resignation without a required notice

period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated

on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution prantically and be present in the institution during the prescribed hours including Saturdays of each month and If required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, 1/3 assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the tack and students.
- 16. You will help organize and partake in the various co-corricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, meatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of, thence, it is assential that you take pride in your appearance and maintain proper dress once and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any charge in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such charge and get such charge/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all Information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's uffairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification, if any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- **41.** Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Or. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Miss. Chhaya Rai Date: 01/06/2020

69)

Date: 17/06/2020





# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbal.

Junior College: Affiliated to Mahareshtra State Board of Secondary & Higher Secondary Education Pune. Reparant Shaho Maharai Road, Andhen (E), Mumbel - 400069, £:2584 0622/2683 3455

Outward No. 1/0 12 02.0

Mrs. Robini Deshpande A-505, Kasturi Lewes Bidg.

Behind Polse Hospital, Sandeep Hotel,

KDMC 'B' Ward Road, Kalyan (West) - 424 301.

#### Letter of Appointment

Mrs. Robini Deshpande

It is our pleasure to welcome you to be a part of Shel G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Assistant Preference. We would like to avail your service with effect from 17/05/2020. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 17/06/2020 and ends on 80/04/2021. Unless and until
the assignment is renewed in writing (based on metoally accepted scope; and terms), the same will
automatically end on the above mentioned date and separate notice will not be assed in the behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

During the period of the assignment, your all inclusive cost to organization, also termed as Cost to Company
Le., CTC, herotriatter referred as emoluments will be Rs. 20000/ (Pwenty Thousand only) per month. Statutory
deductions, will be as applicable by the law.

4. Your emploments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is madmoin of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same kannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

This assignment may be reminated by the instruction sub-moto by glving a notice period of at least thirty
working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mendatory that you should give a notice period of at least thirty working days or proportionate assignment amount in iteu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be aerminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule faild by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plant in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / reads of the students and the institution.

 You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments utc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- You will help organize and partiale in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods amonged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will properly and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and taients as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, saste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutta / can inside the institution premises and / or n the presence of students.
- 25. The matitution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to por students, parents, colleagues and community we are a part of Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any modia or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make aubilic, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- This letter expresses the understanding between you and the organization with respect to the subject matter and supersudes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations at prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are losoivent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 2.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in India, You can also be sent on deputation to other Institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37 In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of acrival in the college and departure from the college. Satary shall be calculated as per the biometric attendance. Of late remark will be treated as one day's absence from college, Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his fapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be entertained after the end of the said day.
- Your performance shall be reviewed on semester dasis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deeined as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha) Principal

I have read, understood and have ages to to all terms and conditions as mentioned in the above Letter of Appointment.

Mrs. Rohini Deshgande Oate: 17/06/2020





### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Justin College: Alfiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Reports: Shohu Maharaj Road, Anchen (E.), Mumbai -400069, 4: 2684-0822/2683-3465

Mr. Chandrabhan Tejarayan Singh Room No 396, Jan Shakti Nagar, Opp Hanjar Nagar, Malpa Dongri No 2, Pump House, Andheri East, Mambai-400093

#### Letter of Appointment

Mr. Chandrabhan Tejnrayan Singly-

- It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Anchest -East for the position of Ass. Professor. We would like to avail your survice with effect from 17/06/2020. The terms and conditions of your assignment are as follows:
- Your assignment for a fixed period commences from 17/05/2020 and ends on 30/04/2021. Unless and small the assignment is renewed to writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behall.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company Le., CTC, hereinafter referred as empluments will be Rs. 25000/ (Twenty Five Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- This assignment may be reminated by the Institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in limit mereof without assigning any reason thereof.
- Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 13. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed bours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenare, in accordance with the institution policy in addition, you are expected to prepare course material and undertake research related to the corriculum / needs of the students and the institution.
- You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partiake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- You will incularte positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and taients as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smake / chew-tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress nearly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of inciscipling.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
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- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
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- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- The You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any preach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of disbonesty, disabedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by an detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designment authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- SE. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be organized as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Satary shall be calculated as per the biometric attendance. Of late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be entertained after the end of the said day.
- Your performance shall be reviewed on semester basis. If your performance is found to be unsubstactory, then your services may be terminated in mid-session also.
- if the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attented photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly

For, Shri G.P.M. Degree College of Science & Commerce.

(Or. Mrs. Vandaria Sinha) Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Mr. Chandrabhan Teimrayan Singh

Date: 17/06/2020



Date: 17/06/2020





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Wumbeil.

Junior College: Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Reportini Shahu Maharai Road, Ancineri (E.), Mumbai + 400069 10:2684 0822/2683 3455

Outward No.: 155 2000

Mis. Reymu Valeja Mahudi Ducalian,

A Wing, 303 Detrani Park, Kandivali (E) Mumbai-100101

#### Letter of Appointment

Mrs. Reynna Valein

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andher

- East for the position of Ass. Professor. We would like to avail your service with effect from 17/96/2020. The
  terms and conditions of your assignment are as follows:
- Your assignment for a fixed period commences from 17/05/2020 and ends on 30/04/2021, Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 25000/ (Twenty Five Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emplaments etc. are strictly confidential and should not be source or informed to others
- 5. The Paid leave for the entire Academic year is maximum of 8 days, in case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and switched by the Principal. The employee cannot proceed on leave till it is senctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
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- 9. In case where your request for termination of antigoment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
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- 11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed nours including Saturdays of each month and if required on weekly off / during Hofidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- You will be responsible in the general organization of all activities including holding periodical examination.

- You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- You will help organize and partake in the various co-curricular activities, programs and events organized by the intribution.
- You will partake in appreisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
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- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 26. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
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- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not inculge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gurtia / pen inside the institution premises and / or a the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 76. You will observe and adhera to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching outlies.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the capressed consent of this management to writing.
- 29. Your will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some muterials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this setter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are affected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumba: University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. Os late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

 Your performance shall be reviewed on somester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shirt G.P.M. Degree College of Science & Commerce.

Another (E)

(Dr. Mrs. Vahtana Sinha)

Principal

I have read, understood and flave seed to all terms and conditions as mentioned in the above Letter of Appointment.

Mrs. Reyans Valeja Date: 17/06/2020



Date: 15/06/2020

Smt. Shyampatidevi Mishra Educational Trust's



# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Artificited to University of Mambal.

Junior College : Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Paint. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ©:2684 0822/2683 3455

Outward No.:

Mr. Ravi Tiwari Pump House, Andheri Bast Mumbai -400093

### Letter of Appointment

Mr. Ravi Tiwan

It is our pleasure to welcome you to be a part of Shill G.P.M. Degree College of Science & Commerce at Andheri East for the position of Supervisor. We would like to avail your service with effect from 15/06/2020. The terms and conditions of your assignment are as follows:

- 1. Your assignment for a fixed period commences from 15/06/2020 and ends on 30/04/2021. Unless and until the assignment is renewed in writing (based on mutually accepted scope and tenns), the same will automatically end on the above montioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement. of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance. and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment. and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty. worlding days or proportionate assignment amount in Neu thereof without assigning any reason thereof.
- 8, Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment. amount in fieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandownent of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated: on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical. examination, assessment, Mon-Teaching Assignments etc.

- 15. You will, In cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, nearness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, treed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacto / gutks / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is assential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the chities being discharged.
- 26. You will observe and adhers to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to ongage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, cisclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimontals and previous employment records should be submitted along with the photocopies for verification, if any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mes. Vandana Sinha

Principal

I have read, understood and have agreed to all | Appointment.

as mentioned in the above Letter of

Mr. Ravi Tiwari Date: 15/06/2020



Date: 15/06/2020



Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Decree College: Affiliated to University of Numbai.

Junior College: Affiliated to Maharushira State Board of Secondary & Higher Secondary Education Pene. Rejershi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. Ø:2884-0822/2683-3455

Outward No.:

Mrs. Ranjeeta Prajapati 4, Jaan Munir Mohd. Sons Chawl, P. P. Rond, Andheri (East), Mumbai-93.

#### Letter of Appointment

Mrs. Ranjeeta Prajapati

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Aast. Professor. We would like to avail your service with effect from 15/06/2020. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 15/06/2020 and ends on 30/04/2021. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company Le., CTC, hereinefter referred as emoluments will be Rs. 20,000/- (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understaind and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-more by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in liquid notice under any reason thereof.

16. Any unauthorized absence from duty for O2 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This easignment and your continuation are subject to your having been (ound medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

1/3

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely feshion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tultions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, newtness and respect for orderly hehavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents end/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gotka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neathy and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipling.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be table to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the sald day.
- **41.** Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mr. Vandilla Sinha)

Principal

I have read, understood and have agreed to all Appointment.

and commons as mentioned in the above Letter of

Mrs. Ranjeeta Prajapati

Date: 15/06/2020



Smt, Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbai. Junior College: Affiliated to Maligrashira Statu Board of Secondary & Higher Secondary Education Pane. Rajurahi Shahu Maharej Road, Andhell (E), Mumbal - 490000 T. 2684 0822/2683 3456

Outward No.: Date: 01/13/2020

Mrs. Sureithe R Chaudhary 704 D Wing Bldg -12 Spring Leaf Lokhandwala Towship; Kundiyali - East

#### Letter of Appointment

Mrs. Sorekha R Chaudhary

It is our pleasure to welcome you to be a part of Shri G.F.M. Degree College of Science & Commerce at Ancheri - East for the position of Ass. Professor. We would like to avail your service with effect from 01/12/2020. The

terms and conditions of your assignment are as follows:

 Your assignment for a fixed period commences from 01/12/2020 and ends on 30/04/2021. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be

specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are untitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Hesignation without a required notice period is not acceptable.

9, in case where your request for termination of assignment is accepted during the academic year, it is: mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated

on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution purictually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all artivities including holding periodical examination. assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 16. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry our student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assistements etc.
- You will inculcate positive attributes lockeding that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 25. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, saste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress nearly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including conteaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any mainter in any work / our notions other than that of the institution and shall not associate yourself or let your work, name, image or personally be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration gives by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of distincesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India, you can also be sent on deputation to other institutions by the management & you are bound to accept it, 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / derification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statistory / deemed authorities.
- 40. We have biometric system of attendance and every teacher him to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. (3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be extertained after the end of the said day.
- Your performance thalf be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving illumise / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to weeking with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly;

For, Shri G.P.M. Degree College of Science & Commerce.

MARSHALLER,

(Dr. Mrs. Vänklano Sinba) Principal

thave read, understood and have agreed all terms and conditions as mentioned in the above Letter of Appointment.

Mrs. Surekhi R Chaudhary

Date: 01/12/2020

Sort: Shyampatidevi Mishra Educational Trust's



## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College : All listed to Maharashtra State Board of Secondary & Higher Secondary Education Pane, Rajarahii Shahu Maharaj Rosed, Andhen (E), Mombol - 400069, io:2684-0622/2683-3456

Outward No. Date: 15/06/2020

Ms. Riterica Rajeshwar Kamble Near D-Mart G-5/203, Sangharah Nagar, Chandiwali farm, Andheri, Saki Naka, Mumbai-400072

#### Letter of Appointment

Ms. Ritecka Rajeshwar Kamble

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Faculty. We would like to avail your service with effect from 16/06/2020. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 16/06/2020 and ends on 10/04/2021. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 25,000/ (Twenty-Five Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case If you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in iteu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 0.2 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the corriculum / needs of the students and the Institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partain in the wirlows co-curricular activities, gragrams and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special shills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gotka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project, a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress rearly and in a manner consistent with the dubes being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and thail not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed concent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict conflicence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being based to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for varification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terrolinated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
  36. You agree that the emolyments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be orgaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance, 03 late remark will be theated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter, if no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly.

For Shri G.P.M. Degree College of Sciense & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal.

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

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Ms. Ritocka Rujeshwar Kamble

Date: 16/06/2020





# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbal.

Junior College : Affiliated to Maharashtro State Board of Secondary & Higher Secondary Education Pune.

Rajarshi Shabu Maharaj Road. Andheri (E). Mumbai - 400009. © 2684-0822/2683-3456

Date: 01/07/2021

Mr. Dinesh Kumur Sekhlal Gopta Racm No. 7; Chawl No. 3, Shivaji Nagar Road, Near Shiv Mandir, Shivaji Nagar, Kumr Village, Mumbai.

#### Letter of Appointment

Mr. Dinesh Kumar Sukhlal Gupta

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - fast for the position of Faculty. We would like to avail your service with effect from 01/02/2021. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 01/02/2021 and ends on 30/04/2021. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and reparate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company
  Le., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand only) per month. Statutory
  deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days, in case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned, Leave cannot be encased. The same cannot be claimed as matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty
  working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- Lutter of resignation should be submitted in the form of hardeopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in irru of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 12. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management, You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the Insulation policy. In addition, you are expected to prepare course material and undertake research related to the curriculum./ needs of the students and the institution.
- You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and particle in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- You will promote barmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
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- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the condoct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entall action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishanesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
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- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and birding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and compotent to be engaged as Principal in our Institution under rules and regulations prescribed by ARCTE / DTE / NCTE / Mumbai University / Manarashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly.

For Shri G.P.M. Degree College of Science & Commerce.

Whinipal-58

(Dr. Mrs. Vandana Sinha)

Principal :

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Mr. Dinesh Kumar Sukhlal Gupta

Date: 01/02/2021





Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Munitor.

Junior College : Affiliated to Malamahtra State Board of Secondary & Higher Secondary Education Pune. Registrable Sharbur Malamay Road, Anchort (E.), Mumbai - 400060 @ 2684 0622/2083 3465

Outward No.: Date: 01/02/2021

Mr. Nilesh Sitivintan Dave Room No. 7, Chawl No. 3, Shivaji Nagar Road, Neur Shiv Mundir, Shivaji Nagar, Kurar Village, Mumbai.

#### Letter of Appointment

Mr. Nilesh Shivratan Dave

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Faculty. We would like to avail your service with effect from 01/02/2021. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 01/02/2021 and ends on 30/04/2021. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
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- 4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days, in case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
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- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 5 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management: You will attend the Institution punctually and be present in the Institution during the presented hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
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- You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
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- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
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- You will inculcate positive attributes including that of cleanliness, neatness and respect for underly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress nearly and in a manner consistent with the duties being discharged.
- 26. You will observe and achieve to all rules & regulations, office orders and f or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landing number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divide or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimobilitis and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by as destinated to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India.
  You can also be sent on deputation to other institutions by the management & you are bound to accept it.
  36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / derification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you:
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal In our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbel University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. Os late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.
- If the above terms and conditions are acceptable to you, please communicate the acceptance of the accignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the algoed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

we look forward to working with you in an institution that is challenging, atimulating and striving towards excellence in the field of education.

Your's truty.

For, 5hri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have appeared all terms and conditions as mentioned in the above Letter of Appointment.

Mr. Nilesh Shivroton Dave

Date: 01/02/2021

Smt. Shyampatidevi Mishra Educational Trust's

Date: 16/06/2020



# SHRIG P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affliated to University of Mombai.

Junior College : Affiliated to Maharsehtta State Board of Secondary & Higher Secondary Education Parts. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069, 7:2684 0822/2883 3455

Outward No.: GAR [2]

Ms. Rinklo Patel Flat No. 4 Grodhen Geja Bullding. Popul Niums CHS, Mathuradas Road, Kandivali West, Mumbai - 400067.

Letter of Appointment

## Ms. Rinkle Patel

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Angheri - East fer the position of Faculty. We would like to avail your service with effect from 15/05/2020. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 16/06/2020 and ends on 30/04/2021. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically and on the above mentioned date and separate notice will not be issued in this behalf,

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. Ouring the period of the assignment, your all-inclusive cost to organization, also tenned as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand only) per month. Statutory

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join efter commencement of the academic year, you would be entitled for leave purely and only on a Process basis. You are entitled for availing the leave after 3 months of your joining the organization, Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sarichood, Leave cannot be

6. You understand and accept that during the middle of acedemic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

S. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment

10. Any unauthorized absence from duty for 02 days or more will be considered as abundanment of your. services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf,

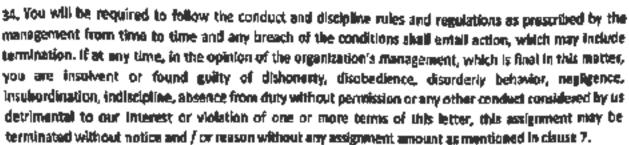
11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and If required on weekly off / during Holldays,

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- - 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
  - 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
  - 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
  - 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
  - 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
  - 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
  - 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
  - 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
  - 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
  - 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
  - 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
  - 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
  - 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indistipline.
  - 28. You agree not to engage yourself directly or indirectly in any service or be concerned to any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
  - 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents unput in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, espect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
  - 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
  - 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
  - 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
  - 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between



35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All ingst disputes would be strictly under jurisdiction of Mumbal Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

35. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under sules and regulations prescribed by AICTE / OTE / MCTE / Mumbal University / Maharasthra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have blomatric system of attendance and every teacher has to compulsorily, mark his attendance through blomatric device by punching every day at the time of arrival in the college and departure from the college. Solary shall be calculated as per the blomatric attendance. Os late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his impose or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on numerier basis. If your performance is found to be assertificatory, then your services may be terminated in mid-session also.

If the above terms and conditions are ecceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the latter, if no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and volid.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Världaria Sinha) Principal

I have read, understood and have meaning all terms and conditions as mentioned in the above Letter of Appointment.

Ms, Rinkle Patel

Date: 16/06/2020



Date: 01/02/2021



# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbel.

Junior College : Affiliated to Meharushire State Board of Secondary & Higher Secondary Education Pure. Retersioi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ©:2684-0822/2683-3456

**Outward Mo.t** 

Ms. Juhi Gupta A-603, Ramder Dham, Behind Seven Square School, Ramder Park Road, Mina Road (East), Thane -401107

#### Letter of Appointment

Ms. Juhi Gupta

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/02/2021. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 01/02/2021 and ends on 30/04/2021. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in fleu thereof without assigning any reason thereof.

5. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the ecodemic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandenment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises (or 6 days in a week as per the achedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution penctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of dearliness, neetness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutke / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of

Appointment

Ms. Juhi Gupta Date:01/02/2021



Date: 15/06/2020

### Smt. Shyampatidevi Mishra Educational Trust's SHRI G P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE Degree College : Affiliated to University of Mumbel.

Junior College : Affiliated to Mahamehtra State Board of Secondary & Higher Secondary Education Pune. Rejershi Shahu Meharej Road, Andheri (E), Mumbai - 400069. @:2694 0822/2663 3455

Outward No.

Mr. Suleet Kumar Kanoila 26/13. The Great Indita Nacar. Marol Pipe Line, A.K. Road, Andheri East, Mumbal-400059.

#### Letter of Appointment

Mr. Suject Komar Kanojia

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andhori. East for the position of Aast, Professor. We would like to avail your service with effect from 15/06/2020. The terms and conditions of your assignment are as follows:

- 1. Your assignment for a fixed period commerces from 15/06/2020 and ends on 30/04/2021. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/- (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.
- Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the Institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in fleu thereof without assigning any reason thereof.
- S. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the conticulum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Mon-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
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- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
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- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is finel in this matter, you are insolvent or found guilty of dishonasty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary 8. Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the bollege and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no copy accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. vandana sinha)

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Mr. Sufect Rumar Kanojia

Date: 15/06/2020

# Academic Year 2021 - 2022





Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbai.

Junior College : Affiliated to Mahetoshira State Board of Secondary & Higher Secondary Education Page. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069, @:2664 0822/2683 3455

Date: 06/09/2021

Outward No:1215/21 Ms. Goldi Ravindra Prajapeti B2/303, Laxmi Darshan, Laxmi Park, Kankiya Road Mira Road (East)

### Letter of Appointment

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri. - East for the position of Aast, Professor. We would like to avail your service with effect from 06/09/2021. The

terms and conditions of your assignment are as follows: 1. Your assignment for a fixed period commences from 06/09/2021 and ends on 20/04/2022. Unless and until the assignment is renewed in writing [based on mutually accepted scope and terms], the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed so Cost to Company Le., CTC, hereitrafter referred as empluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days, in case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in edvance and sunctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be corminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning my reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate essignment amount in lieu of notice under any reason thereof.

10. Any unsuthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as par the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and montally) fit by an authorized and recognized Medical Practitioner.

13. You will propers annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course meterial and undertake research related to the curriculum / needs of the students and the institution.

 You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

1/3

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- **16.** You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indisapline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disphedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as monthored in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / derification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be angaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NOTE / Murribal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deamed

authorities.

40. We have biometric system of attendance and every teacher has to compulsarily, mark his attendance to the large planet by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. Os lete remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

 Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a soft-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards expellence in the field of education.

Your's truly.

For, Shri G.P.M. Degree College of Science & Connection

(Or, Mrs. Vandana Sinha) Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Ms. Goldi Ravindra Prajapati Date: 06/09/2021





Jurdor College : Affiliated to Mahamanira State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maheraj Road, Andheri (E), Mumbel - 400069, 20:2684 0822/2883 3455

Outward No.: 1208/21

Date: 01/09/2021

Mr. Anirudh Ghanshyam Beldar C-503, Disceral Darshan Co-Op Hag Soc. Near Mhada Vasahat, Kokan Nagar, Jogeshwari (East), Mumbei 400060.

#### Letter of Appointment

Mr. Anfrudh Ghanshyam Beldar

is is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri East for the position of Asst. Professor. We would like to avail your service with effect from 01/09/2021. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/09/2021 and ends on 30/04/2022. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-indusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance. and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be dairned as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the compatent / designated authority.

This assignment may be terminated by the institution sub-moto by giving a notice period of all least thirty. working days or proportionate assignment amount in Neu thereof without assigning any reason thereof.

g, Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fleu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your sandos and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution princtually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / duting Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) lit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your terwire, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. will, in the other institution authorities, share the responsibility of setting up and main a least an ing a leasest suitable to the task and students.
- 16. Will helpharmake in the various co-curricular activities, programs and events organized by the structure.
- will positively to such evaluations and make changes as appropriate.
- 18. Will preprie and / written assessments relating to the learning and development of studies as a studies of the studies are studies.
- 19. Will corry an answer and record their progress and attainment of grades in an appropriate managed (aspropriated on the norms laid by the institution.
- 20. Voll not professional position for personal profit in money, goods or services from studies and their adulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will indule attributes including that of cleanliness, neatness and respect for orderly behavior in the stu
- 22. YOU will build in cooperative relationships with students, parents and/or other staff and companies with students.
- 23. You promot and goodwill among the pupils and ensure no discrimination of any kind is imposed any purpound of religion, caste, creed, nationality or community etc.
- 24. You will not incomment of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / Butka/ institution premises and/ or n the presence of students.
- 25. The institution is to follow a dress code, which helps you to work comfortably and at the same time project a professe to our students, parents, colleagues and community we are a part of Hence, it is essential take pride in your appearance and maintain proper dress code and general appearance during the hours. You are expected to dress neatly and in a manner consistent with the duties being discharge.
- 26. You will observement to all rules & regulations, office orders and / or settlements of the organization as may be assigned to you including non-teaching duties.
- 27. In case there is any in your qualification/s, residential address, landline number, mobile number, you will intimate the a writing to the office within three days from the date of such change and get such change/s recorder; rounding the updated information would amount to an act of indiscipline
- 28. You agree not to enjourself directly or indirectly in any service or be concerned in any manner in any work / business of that of the institution and shall not associate yourself or let your work, name, image or personality be any media or other organization / Institution without the expressed consent of this management in the
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- 30. You may be issued commutation such as business stationery, documents, etc. which will remain the property of the organization you agree to return them in good shape and condition to the organization upon the separation
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include term ination, if at any time, in the opinion of the organization's management, which is final in this matter, you are inscivent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insult-ordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terms instead without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal In our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed author/ties.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendence through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the blometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance delly basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 42. Your performance shall be reviewed on semester basis, if your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.
- If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly

For, Shri G.P.M. Degree College of Sources. Commerce.

Principal

I have read, understood and have regress to all terms and conditions as mentioned in the above Letter-of Appointment.

Mr, Anirudh Ghanshyam Beldar Date: 01/09/2021





## Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbai.

Junior College : Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Pune. Rejershi Shahu Maharaj Road, Andheri (E), Mumbai - 400089, ©:2684-0822/2683-3456

Outward No.: 750/22

Mrs. G. Justy Mirobi Room No-2, Second Floor, Manthaneshwar Building, Kopari Naka, Visar – (East.) Date: 17/12/2021

#### Letter of Appointment

#### Mrs. G. Justy Mirobi

It is our pleasure to welcome you to be a part of Shri G.P.M. Dagree College of Science & Commerce at Andheri - East for the position of Amt. Professor. We would like to avail your service with effect from 17/12/2021. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 17/12/2021 and ends on 30/04/2022. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and teams), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your eli-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the scademic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be defined as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 13. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including building periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake to the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will incurcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, thawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community atc.
- 24. You will not indulge in consumption of intextant of any kind whatsoever. You will not smoke / chew tobacco / gutke / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 25. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, fandline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiadpline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provest obe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

Bit. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination: If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by its detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment emount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management snywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept N. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / dealgnated authority.

37. In case of all dispute / confusion / dertification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrivel in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be enturained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving ticonse / pusiport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, attimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Mrs. G. Justy Micohi

Date: 17/12/2021



# Smt. Shyamparidevi Mishra Educational Trust's SHR! G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree Cotlege : Attillated to University of Munital.

Junior College: Affiliated to Materialism State Scent of Secondary & Higher Secondary Education Pune. Reject N Shehu Maharaj Road, Andhorf (E), Murabaj - 400089, 17:2684-0822/2683-3455

Outward No : 311 91

Date: 01/12/2021

Ms. Shilpa Urpushankar Singh The Great indira asgur matol pipe line Andheri East Mondon - 400059

#### Letter of Appointment

Ms. Shilpa Uruzahankar Singh

It is our pleasure to welcome you to be a pair of Shri G.P.M. Degree College of Science & Commerce at Ancheri-East for the position of Assa. Professor. We would like to avail your service with effect from \$1/12/2021. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 01/12/2021 and ends on 30/04/2022. Unless and until the
  assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically and
  see the above mentioned date and suparate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we find with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During this period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days, in case if you join efter commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization, Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be exceed. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of scademic year, you will not terrelinate the assignment and leave the institution without written consent of the competent/ designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportioners assignment amount in lieu thereof without assigning any reason thereof.
- B. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory than you should give a notice period of at least thirty working days of proportionate assignment amount in life of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entercained in this behalf.
- If you will be working from the institution premises for 6 days in a weak as per the schedule talk by your function or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each mouth and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally life by an authorised and recognized Medical Practitioner.
- All your will propriet around plans to the beginning of your tenure, in accordance with the institution policy, in addition you are expected to the communical and undertake research related to the communical and or this tildents and the institution.
- on trous of the transmittle in the general organization of all activities including before periodical examination.

1/3

is You will in comparation with other institution authorities, share the responsibility of setting up and in annualities a learning environment suitable to the task and students. the You will nelp organize and particle in the various co-curricular activities, programs and events

17. You will partake in appreisals and review of your mork and instruction reethods arranged by the administration and respond positively to such evaluations and make charges as appropriate. LB. You will prepare and provide oral / written assessments relating to the learning and development of

 You will carry duc student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.

20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private telitions / Deaching Class / any other

- 21. You will inculcate positive attributes including that of deanliness, neutross and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special shifts and talants as well as to problems or difficulties.
- 23. You will promote hat many and goodwill arming the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creat, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chow tobacco / gutka / pen inside the institution premises and / or in the presence of students.
- 25. The institution expects you to follow a dress code, which halps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a magner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such detres as may be assigned to you including nonteathing duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change. and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage veurself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personally be used by any media or other organization / institution without the expressed consent of this management in writing
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement is strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You gray be fished some materials such as business statemory, documents, etc. which will remain the properly of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 32. This letter expresses the understanding between you and the organization with respect to the subject. matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview Original copies of the curringston, tratimonists and provious employment. records should be submitted along with the photocopies for verification, if any declaration given by giful provestobe laise or it you are found to have writinly suppressed any material information, this assignment. will be liable to be terminated without any hotice.
- 33. Nothing in this letter thall be deemed to create any relationship or partnership, or joint venture Battwarn 5000 and the organization.

34, you will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and my breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is that in this matter, you are insolvent or found guilty of dislimnesty, disobedience, disorderly behavior, negligence, insulpordination, indiscipling, absence from duty without permission or any other conduct considered by us detriminated to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and/or mason without any assignment amount as mentioned in clause?.

35. Your services are transferable to any other institution run by the same Management anywhere in india. You can also be sent on deputation to other institutions by the management & you are bound to accept M.

\$6. You agree that the envoluments / cost to organization are incurred for specific performance, which is mandatury. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated

37. In case of all dispute / confusion / dartication related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of intumbal Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal In our Institution under rules and regulations prescribed by ARCTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the blometric attendance. 09 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be encertained after the end of the said day.

43. Your performance shall be raviewed on semaster basis, if your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records, Please also include a self-attasted photocopy of government photo identification (such as driving ficense / pastport) along with the signed convert the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as nicy and bollooms

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the held of education, Your's truly.

For, Shill & P.M.: Degree College of Science & Commerce.

tor Man Virgidità Sinnai

I nave could ungermond and that a agreed to all terms and conditions as monitored in the above better of PERSONAL PROPERTY.

Mr. Walley Control Parkers Control



Date: 18/12/2021



## Smt. Shyampaddevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andheri (E). Mumbai - 400069. @:2684-0822/2683-3455

Outward No. 788/22

Ms. Trupti Pradip Vasaikar 104, Manisha Apartment, Pandurang Wadi, Road Number -04 Masurashram, Goregaon-East

#### Letter of Appointment

#### Ms. Trupti Pradip Vasalkar

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 18/12/2021. The terms and conditions of your assignment are as follows:

- 1. Your assignment for a fixed period commences from 18/12/2021 and ends on 30/04/2022. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company I.e., CTC, hereinafter referred as emoluments will be Rs. 21,000/ (Twenty-One Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fleu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take mode in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline,
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work/business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any minimage or other organization / institution without the expressed consent of this management in writing.
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- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding nature of you and the organization with respect to the subject matter and superseder all prior proposals, agreements, representations and understandings.
- This fetter is being issued to you on the basis of information provided by you in the application and also ut the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you prove cobe take or if you are found to have willfully suppressed any material information, that assignment will be linked to be reminated without any notice.
- 33. Northing in this terror, shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management enywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the computent / designated authority.

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38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be hinding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance, 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards accellence in the field of education.

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandaria Sinha)

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Apparetment.

Ms. I canti Predip Vasalicar

Date: 18/12/2021



Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Dagree College: Affiliated to University of Mumbal, Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Purse Rajamhi Shahu Maharaj Rolad, Andheri (E), Mumbai - 400089. € 2684 0822/2683 3455

DUNWOOND: +48 22

Mr. Hiral Pankej Rayal Limmi Niwas 697/3, Ketruk Road, Wadala (W) Munubai-400031

Date: 20/12/2021

### Letter of Appointment

## Ms. Himl Pankej kaval

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asal, Professor, We would like to avail your service with effect from 20/12/2021. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 20/17/2021 and ends on 30/06/2022. Unless and until the assignment is renewed in writing thased on mutually accepted scope and terms), the same will automatically and on the above mentioned date and suparote metics will not be issued in this behalf.

2. Your accountabilities and deflugrables will be atted on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-indicative cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as amplianments will be Rs. 20000/ (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law

Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is manimum of 8 days. In case if you join after commencement of the scadernic year, you would be emitted for leave purely and only on a Provate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

5. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written content of the competent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or propertionate assignment amount in Keu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardtopy. Resignation without a required notice

9. In case where your request for termination of assignment is accepted during the academic year, it is manuatory that you should give a notice period of at least thirty working days or proportionate assignment

to any mouthonized absence from duty for 02 days or more will be considered in abandonment of your sections and no father notice will be required to be given to you in this behalf. Your services will be minimum and on account of abandonment and no claim will be entertained in this behalf.

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17 This assignment and your combinuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner

Is You will propare annual plans in the beginning of your tenure, in accordance with the institution policy, in actimon you are expected to prepare course material and undertake research related to the curriculum / neess of the students and the Institution.

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- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
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  - 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms faid by the institution.
  - 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
    - 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
    - 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and taients as well as to problems or difficulties.
    - 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
    - not include: Transcription of the institution with any kind whatsoever. In will not smoke / chew total and / or n the presence of the institution with and / or n the presence of the institution with any first contract of the institution wit
  - 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same amount of professional limits to a students, parents, colleagues and community with a particular following the professional limits and maintain property and the consistent with the duties being discharged.
  - The You will obtain e and adhere to all rules & regulations, office orders and / or sufficients of the organization at may be applicable. You will discharge such dution as may be assigned to you including non-teaching dution.
  - 27. In case there is any change in your qualification/s, residential address, taudine number, mobile number, you will intimate the same in writing to the office within times days from the date of such change and get such change is recorded; not providing the updated information would amount to un act of impossibilities.
  - 28. You agree not to engage yourself directly as indirectly in any service or be concerned in any manger in any work if business other than that of the institution and shall not associate yourself or let your week, manus, image or personality be used by any menta or other organization if institution without the dispressent consists of this management is writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of pour engagement in strict confidence. You will not capt or make nature of such information / documents are public, expect on legal obligation, any information regarding the organization's allies or carried our whether the come clearly known / available to you or become known / available to you or become known / available to you or become known / available to you disting
- JO. You may be issued some materials such as buckers stationary, documents, etc. which will remain this import for separation. You agree to return them in good shape and condition to the organization.
- The letter expresses the understanding between you and the organization with respect to the subject matter and subscribes all prior proposals, agreements, representations and understandings.
- The letter in being issued to you on the basis of information provided by you in the application and the time of internew. Original copies of the certificates, testimonials and previous employment about the submitted along with the photocopies for verification. If any declaration given by you have along to have willfully suppressed any material information, this assignment
- 34. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34 You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are inscivent or found guilty of dishonesty, disphedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to

36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai

38. The above terms and conditions of analysis cut are subject to mange & you will be communicated as and when the changes are effected in deti will be birding in your

39. This assignment is made on the back of information provided by you in the application and was the time of interview and your representation that you on qualified and competent to be example on Principal in our institution under rules and implantion, prescribed by ARCTL / TITE / MCTL / Member University / Manarashtra State Board of Secondary & Higher Secondary or any other applicable statutory / Seemed

in. We have literature system of attendance and every teacher lies to compulsorily, mark his attendance. through highering device by punching every that at the time of arrival in the codage and departure from the college. Salary shall be calculated as per the biometric attendance, 03 rate remark will be treated as one day's absence from college. Every employee of the College shall chack his attendance daily basis and in case of any discrepancy due to his Japans or otherwise, immediately bring it to the knowledge of management, otherwise college will not be recognible for the same. Any attendance dispute will not be

41. What performance anall no reviewed on semester basis. If your performance is found to be un arrefactory, then your saryless may be terminated in mid-session also,

If the above terms and conditions are acceptable to you, please communicate the acceptance of the settlement terms, by signing and returning one capy, for our records. Please also succeeds a soil attented photocopy of government photo identification (such a) wilving feetise / passport) ulong with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be desired as

We lose forward to working with you in an institution that is challenging, stimulating and striving towards two winds

For, Shri G.P.M. Degree College of Science & Commerce.

(Cir. Afric Vandaha Sinha). Principal

read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment

Mr. Himi Pankay Raval Date: 20/17/2021





### Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College: Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. Ø:2684-0822/2683-3455

Outward No.: 790/22

Date: 16/12/2021

Mr. Suryaprakash Upadhyay 21, Shankar Bhuvan, N.S. Road, Mulund –(w), Mumbai-400080.

### Letter of Appointment

### Mr. Suryaprakash Upadhyay

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 16/12/2021. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 17/12/2021 and ends on 30/04/2022. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-motto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period it not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum./ needs of the students and the Institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the tesk and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisels and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any idea is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutke / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of theree, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neathy and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or fet your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing:
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will comain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the cartificates, testimonials and previous amployment records should be submitted along with the photocopies for verification, if any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 93. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbel Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our fastitution under rules and regulations prescribed by AKCTE / DTE / NCTE / Mumbal University / Maharashtre State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsority, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. Q3 late remark will be treated as one day's obsence from college. Every employee of the College shall check his attendance delily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semaster basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

if the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an Institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commun

Dr. Mrs. Vandina Sinha)

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Autobah 199

WUT .

Mr. Suryaprakash Upadhyay

Date: 16/12/2021

Date: 06/09/2021



Smt. Shyampatideel Mishra Educational Trust's

SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE Degree Callege ; Affiliated to University of Mumbal.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andheri (E). Murobal - 400069. ©:2684 0822/2663 N456

Outward No.: 564 21

Ms. Kornal Ravindra Payvar

Spinath Chow! No 1, Hoom No 4, Road No.-3, Behind Bhundari Bank, Amhunyadi, Amilier (E), fidumbai-400069

Littler of Amminiment

Ms. Komal Ravindra Pawar

It is our pleasure to welcome you to be a part of Smil G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would filte to apply your service with effect from 05/09/2021. The beans and conditions of your adaptment are as follows:

 Your engignment for a fixed period commences from 06/09/2021 and ends on 36/04/2022. Unless and until the assignment is renewed in writing thised on mutually accepted scope and terms), the same will automitically and on the above memioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Compotent Authority of the Organization.

3. During the period of the assignment, your aft-indusive cost to organization, also termed as Cost to Company i.e., CTC, heretnutter referred at emphanents will be Rs. 20000/ (Twenty Thousand Only) per month, Statutory deductions will be as applicable by the law.

4. Your emeluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid Brave for the entire Academic year is maximum of 3 days, in case II you foin after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are contilled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave still it is sanctioned. Leave cannot be encased. The same cannot be claimed as marrier of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the lostitution sub-moto by giving a notice period of at least thirty working days or proportionate ausgrement amount in lies thereof without assigning any reason thereof.

R. Letter of resignation should be submitted in the form of kandcopy. Resignation without a required notice period k not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, h is mandatory that you should give a notice period of at inset thirty working days or proportionate assignment amount in flew of notice senior any ceason the real,

Til. Any unmulticated atherice from duty for 0.1 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf, your services will be terminated on account of abandonment and no states will be enterprised in this behalf.

12. You will be working from the histlinian premises for 6 days in a week as per the schedule bild by your Principal or the Person authorized / designated by the Principal / Management, Year will attend the Institution punctually and be present in the matnution during the prescribed hours including Saturdays of such menth and If required an woeldy off / during Holldays.

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18. You will propore actual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum f ngeth of the students and the Institution.

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- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
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- 24. You will not include in consumption of intericant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, officer orders and / or settlements of the organization as may be opplicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divelge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
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- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any broach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of distributely, disobedience, disorderly behavior, negligence, insubordination, indistipline, attends from duty without permission or any other conduct considered by us detrimental to our interest or without one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transforable to any other institution on by the same Management mywhere in India. You can also be sent on deputation to other institution by the management & you are bound to accept it. 35. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandena Sinha)

COULGE OF THE PARTY OF THE PART

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Ms. Kumul Invindra Pawar

Date: 06/09/2021



Smt. Shyamparidesi Mishra Educational Trust's



## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.
Junior College: Affiliated to Muharashtra State Board of Secondary & Higher Secondary Education Pune.
Rejarchi Shehu Maharoj Road, Andheri (E), Mumbal - 400069. 2: 2684 0822/2683 3455

Cutward No.

Date: 01/06/2021

Mrs. Ranjeets Projepati 4, Jaan Munir Mohd. Soto Chawl, P. P. Road. Andheri (Cant), Mumbai-93.

#### Letter of Appointment

Mrs. Ranjegra Prajapati

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andherl - East for the position of Ass. Professor. We would like to avail your service with effect from 01/06/2021. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 01/06/2021 and ends on 30/04/2022. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company Le., CTC heroinafter referred as encoluments will be Rs. 20,000/- (Twenty Thousand pniy) per month. Statutory deductions will be as applicable by the law.
- 4 Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5 The Paid leave for the entire Academic year is maximum of 8 days, in case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and senctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of ecademic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty, working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days to 8 week as per the schedule faid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution principally and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will propare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- You will be responsible in the general organization of all activities including holding periodical maintaining assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other instrumen authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake at the various co-curricular activities, programs and events organized by the institution.
- 17. You will partiske in appraises and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
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- 22. You will build and maintain cooperative relationships with students, perents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of Intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gotka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and achieve to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipling.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or responsibly be used by any media or other organization / institution without the eignessed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or workcarned out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, atc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 53. Nothing in this letter shall be deemed to creete any relationship or partnership, or John venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligance, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be ferminated without notice and / or reason without any assignment amount as mentioned in clause 7:
- 35. Your services are transferable to any other institution run by the same Management anywhere in India.
  You can also be sent on deputation to other institutions by the management & you are bound to accept it.
- 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / derification related to the terms of this fector, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This abdignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 50. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's obsence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.
- if the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as concelled and yold.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

ALEGA

(Dr. Airs Vandanu Sinha) Principili

I have read, understood and have become to all terms and conditions as mentioned in the above Letter of Appointment.

Mrs. Ranjecta Prajapati Date: 01/05/2021





### Smt. Shynmpatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbai.

Junior College : Affiliated to Maharashire State Board of Secondary & Higher Secondary Education Petro. Rejected Shahu Maharaj Road, Andhori (E), Mumbai - 400069, Ø:2684-0822/2683-3455

Date: 01/09/2021

Ms. Sojani Satraj Bafana 9/44,4 Th Floor, Shilpa Building, Azad Road, Near Pallavi Hotel, Andheri (E), Mumbai-69

#### Letter of Appointment

#### Ma. Sojani Satraj Bafana

Outward No.: 1210/21

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Anchort
- East for the position of Asst. Professor. We would like to avail your service with effect from 01/09/2021. The
terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/09/2021 and ends on 30/04/2022. Unless and until the assignment is renewed in writing (based on mutuelly accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cast to organization, also termed as Cost to Computy I.e., CTC, hereinafter referred as emoluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 5 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned, Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

 Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in ileu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

24. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.
1/3

- 15. You will, in cooperation with other institution authorities, there the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and particle in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments otc.
- 21. You will incultate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work conviorably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would around to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in eny work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or dividge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to your or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your pervices are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatury. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / ENTE / NOTE / Mumbai University / Maharathtru State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsority, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the blometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance delity basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(tir. Mrs. Vandana Sinha)

Principal

i have read, understood and have in the to all terms and conditions as mentioned in the above Letter of Appointment.

Anerthi (E)

Ms. Sojani Satraj Before.

Date: 01/09/2021





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Attitlated to University of Mulinbal.

Juntor College : Affiliated to Moharashim State Board of Secondary & Higher Secondary Education Pune. Relarght Shahu Mahacaj Road, Andheri (E), Mumbei - 400069. @:2684 0822/2683 3455

Outward No.: 1212/21

Date: 20/09/2021

Ms. Khushbu Ashwin Singh A-205, Ramakrishna Apartment, Kedare Chawk, T.P Road, Bhandup (West), Mumbal-400078

#### Letter of Appointment

### Me. Khushbu Ashwin Singh

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Ancheri - East for the position of Asat. Prefessor. We would like to avail your service with effect from 20/09/2021. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 20/09/2021 and ends on 30/04/2022. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Pwenty Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the ecademic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 8 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employer cannot proceed on leave till it is sanctioned, teave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in Seu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a work as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
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- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work/business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
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- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- **41.** Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vindana Sinha)

Principal

I have read, understood and have arrest to all firms and conditions as mentioned in the above Letter of Appointment.

Ms. Khushbu Ashwin Singh

Date: 20/09/2021





### Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Oncree College: Affiliated to University of Mumbal.

Juntor College : Affiliated to Mehareshtra State Soard of Secondary & Higher Secondary Education Pure. Rejarshi Shahu Maherej Road, Andheri (E), Mumbel - 400069. ©:2684-0822/2683-3455

Date: 22/12/2021

Outward No.: 1238/21

Ms. Roopa Mahendra Yadav

Room No-2, Shivnesh Chawl Akhilesh, Agar, Irani Wadi Road No 4, Kandiwali Kandiyali-400067

#### Letter of Appointment

Ma Roopa Mahendra Yadav

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Antheri - East for the position of Asst. Professor. We would like to avail your service with effect from 22/12/2021. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 22/12/2021 and ends on 30/04/2022. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinefter referred as employments will be Rs. 20,000/ (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid Issue for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for Q2 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This essignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
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- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and calents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- Z4. You will not include in consumption of intoxicant of any kind whatsoever, You will not smake / thew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28 You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and yold.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Andherl E

Maintal-6

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have read all terms and conditions as mentioned in the above Letter of Appointment.

Ms. Roopa Mahendra Yadav

Date: 22/12/2021





### Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbai.

Junior College : Affiliated to Mahamahtra State Board of Secondary & Higher Secondary Education Pure.
Rejershi Shahu Mahamaj Road, Ancheri (E), Mumbei - 400089. ©:2684 0822/2693 3455

Date: 29/11/2021

Outward No.: 1225/21

Ms. Sadhana Yadav Disha Apartment, Plat No.507/508, Dawadi Road, Dombiyali –(East) Thane -421301

#### Letter of Appointment

#### Ms. Sadhara Yadav

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 29/11/2021. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 29/11/2021 and ends on 30/04/2022. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities end deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinefter reterred as emoluments will be Rs. 20,000/ (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no dairn will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule leid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical commutation, assessment, Non-Teaching Assignments etc.

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and eyents organized

by the institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of students.

19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fathion based on the norms laid by the institution,

20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.

21. You will inculcate positive attributes including that of describess, neatness and respect for orderly

behavior in the students.

22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.

23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is

imposed on any pupil on the ground of religion, caste, treed, nationality or community etc.

24. You will not include to consumption of intextcant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan incide the institution premises and / or n the presence of students.

25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. blance, it is assential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-

teaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, Image or personality be used by any media or other organization / institution without the axpressed consent

of this management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term. of your assignment.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization

upon the separation.

31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification, if any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be fiable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between

you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are inspirant or found guilty of dishonesty, dispedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other histitution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the compatent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai

Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as

and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Wahavasintra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in take of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be

unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving ficense / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have in the electric and conditions as mentioned in the above Letter of Appointment.

Ms. Sadhuna Yadav Date: 29/11/2021





### Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbai.

Junior College : Affiliated to Meharashira State Board of Secondary & Higher Secondary Education Pune. Rajarshi: Shahu Maharaj Road, Andheri (E), Mumbel - 400069, 2):2684-0822/2683-3455

Outward No.: 1230/21

Date: 06/12/2021

Ms. Prachi Dilip Parab 02, C-2, Ekta Che Ltd, Triv

02, C-2, Ekta Che Ltd, Trivedi Complex. Maharaja Banquet, Sahakari Bhandar

Sheetal Nagar, Mira Road

#### Letter of Appointment

### Ms. Prachi Dilip Parab

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Aprt. Professor. We would like to avail your service with effect from 06/12/2021. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 06/12/2021 and ends on 30/04/2022. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 20,000/ (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your envoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commendement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in tieu thereof without assigning any reason thereof.

Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

\$0. Any unsufficied absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Managament. You will altern the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
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- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
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- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in dause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have terms and conditions as mentioned in the above Letter of Appointment.

Ms. Prachi Dilip Parab

Date: 06/12/2021





Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Athitisted to University of Humbai.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pure. Rajarshi Shahu Maheraj Roed, Andheri (E), Mumbai - 400069, ©:2884.0822/2683.3455

Date: 01/06/2021

Outward No.: 1201 1272

Mha, Priyanka Chauhan R-9/509, Sangam Society, Remmandis Road, Goregaon (W), Minerbai 400104

#### Letter of Appointment

Mrs. Priyanka Chanhan

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Ancheri - East for the position Asst. Professor. We would like to avail your service with effect from 01/06/2021. The

terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2021 and ends on 30/04/2022. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be

specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid feave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment.

and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice

period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for O2 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated

on account of abandonment and no daim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the Institution during the prescribed bours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum Ineeds of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Hon-Teaching Assignments etc. 1/3

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and particle in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from soudents or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and takents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smake / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work constortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, fundling number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work/ business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationary, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 53. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34, You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in dause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal. in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case. of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management. otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also,

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandania Sinha)

Principal

I have read, understood and have agreed 🌃

Mrs. Freyanka chauhan

Date: 06/06/2021

3/3

illions as mentioned in the above Letter of



Date: 17/06/2021

## Smt. Shyamputidevi Mishra Educational Trust's



# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbal. Jumpt College : Affiliated to Maharsahira State Board of Secondary & Higher Secondary Education Pane. Rejarshi Shahu Mahara) Road, Andheri (E), Mumbai - 400089. ⊘:2884 0622/2683 3456

Outward No.:1001/21

Mrs. Vinita Bajpai Flat No. 601, Bitss Global Arena Naigeon East Tiveri Road Mumbai-401208

#### Letter of Appointment

Mrs. Vinita Bajpai

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asat. Professor. We would like to evail your service with effect from 17/06/2021. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 37/06/2021 and ends on 30/04/2022. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and superate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company I.e., CTC, hereinafter referred as emoluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be daimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This essignment may be reminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

In case where your request for termination of assignment is accepted during the academic year, it is mendatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and devalopment of students.

19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms (aid by the institution.

20, you will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.

21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.

22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.

23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.

25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

30. You may be issued some materials such as business stationery, documents, atc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.

31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this latter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter, if no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

**Principal** 

I have read, understood and have agreed to all remy and condition.

Appointment.

mentioned in the above Letter of

Mrs. Vinita Bajpai

Date: 17/06/2021





### Sunt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Attilitated to University of Mombel.

Junior College : Alfillated to Maharashtra State Board of Secondary & Higher Secondary Education Pure.
Rejarchi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. Ø:2684 0922/2683 3455

Outward No.: 1102/21 Date: 16/06/2021

Ms. Acskia A.W. Khan 4/A/41, Bombay Taximens Colony CHS L.T.D., 306, L.R.S. Marg, Near B.K.C., Kurla (W), Moonbai-400070.

#### Letter of Appointment

#### Ms. Arshia A. W Khan

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri

- East for the position of Asst. Professor. We would like to avail your service with effect from 16/06/2021. The
  terms and conditions of your assignment are as follows:
- Your assignment for a fixed period commences from 16/06/2021 and ends on 30/04/2022. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically and on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company I.e., CTC, hereinafter referred as encoluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned, Leave cannot be encased. The same cannot be daimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in fleu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment arrigunt in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorised and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc. 1/3

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and portake in the various co-curricular activities, programs and events organized

by the institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

- 18. You will prepare and provide oral / written assassments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their familles by indulging in activities such as Private builtions / Coaching Class / any other assignments etc.

21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly

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- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neathy and in a manner consistent with the duties being discharged.

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you and the organization.

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35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.

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We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all impointment.

and conditions is mentioned in the above Letter of

Ms. Arshia A.W Khan Date: 16/06/2021



Date: 16/06/2021

Smi, Shyampatidevi Mishra Educational Trust's



## SHRI G.P.M DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Alfillated to University of Mumbal.

Junior College : Affiliated to Meharschira State Board of Secondary & Higher Secondary Education Putte. Rejarchi Shehu Meharaj Road, Andheri (E), Mumbel - 400069. @:2884-0822/2883-3456

Outward No.: 1003 2

Mrs. Surekha R Chaudhuy 704 D Wing Bidg -12 Spring Leaf Lottendwala Towship, Kandiyali - Bast

Letter of Appointment

Mrs. Surekha R Chaudhary

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri – East for the position of Asst. Professor, We would like to avail your service with effect from 16/06/2021. The terms and conditions of your assignment are as follows:

1 Your assignment for a fixed period commences from 16/06/2021 and ends on 30/04/2022. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

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11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

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- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms taid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.

21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly

behavior in the students.

- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutks / pan inside the institution premises and / or n the presence of students.
- 25. The Institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress nearly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.

- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization

upon the separation.

- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization. 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detylmental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai

38. The above terms and conditions of assignment are subject to change 8, you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed

40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the blometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the exceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a salf-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the latter, if no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Principal

I have read, understood and have agreed to Appointment.

millions as mentioned in the above Letter of

Mrs. Surckha R Chaudhary

Date: 16/08/2021





Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree Collage: Affiliated to University of Murnhal.

Junior College ; Affiliated to Mohareshtre State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Ancihari (E), Mumbai - 400069, ©:2684-0822/2689-9455

Date: 16/06/2021

Outward No.: 1010/21

Ms, Riteeka Rajeshwar Kamble Neur D-Mart G-5/203, Sangharsh Nagat, Chandiwali farm, Andherl, Sahi Naka, Mumbai-400072

#### Letter of Appointment

Ms. Riteeka Rajeshwar Kamble

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri

- East for the position of Faculty. We would like to avail your service with effect from 16/06/2021. The terms

and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 16/06/2021 and ends on 30/04/2022. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this bahalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be

specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company I.e., CTC, hereinafter referred as emoluments will be Rs. 25,000/ (Twenty-Five Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are sufctly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment

and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice

period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is are neglected that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandenment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated

on account of abandonment and no daim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule faid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weakly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and

mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and particle in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms faid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a drass code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to angage yourself directly or indirectly in any service or be concerned in any manner in any work/ business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the cartificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 93. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entall action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disphedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to parform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal

38. The above terms and conditions of assignment are subject to change it you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal. in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed

40, We have blometric system of attendance and every teacher has to compulsorily, mark his attendance. through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case. of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis, if your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no ruply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Principal

(Dr. Mrs. Vandana Sinha)

I have read, understood and have agreed to all to this and conditions as mentioned in the above Letter of Appointment.

Ms. Riteeka Rajeshwar Kambic

Date: 16/06/2021



Date: 16/06/2021



## Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbai.

Junior College : Affiliated to Mahareshira State Board of Secondary & Higher Secondary Education Pune. Rejarshi Shahu Maharaj Road, Andheri (E), Mumbei - 400069, 40,2884-0822/2683-3488

Outward No.: 1 012 21

Mr. Hemant Birendra Yadav Shree Ganesh Rahivasimandal, Prem Nagar, Near Ankur Building, Goregaon West, Mumbai 400104

## Letter of Appointment

### Mr. Hemant Birendra Yadav

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 16/06/2021. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 15/05/2021 and each on 30/04/2022. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization,

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your amoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of a days. In case if you join after commencement of the ecademic year, you would be extitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in fleu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution positively and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

19. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical exemination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under Jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance, 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vingana Sinha)

Principal

I have read, understood and have agreed to all Appointment. as mentioned in the above Letter of

Mr. Hemant Birendra Yadav

Date: 16/06/2021



## Smt. Shyampatidevi Mishra Educational Trust's



## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Humbal.

Junior College : Affiliated to Maharechtra State Board of Secondary & Higher Secondary Education Pure. Rajarahi Shahu Maharaj Road, Andheri (E), Mumbal - 400069. @:2684 0622/2683 3455

Outward No.: 999/21

Mr. Kesen Chindarkan Roomno, 79, Bbd No.9 Chawl Sewree. Near Station Severes West Mumbai-400015. Date: 17/06/2021

Letter of Appointment

Mr. Ketan Chindarker

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri East for the position of Assi. Professor. We would like to avail your service with effect from 17/06/2020. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 17/06/2021 and ends on 30/04/2022. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notics will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Computent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 20000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your emokaments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the comparent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mendatory that you should give a notice period of at least thirty working days or proportionate assignment amount in field of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on wealth off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will) prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination. assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the dutles being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disordardy behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the turms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Meherashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Satary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and yold.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Dr. Mrs. Vangani

Principal

I have read, understood and have agreed to all terms and many bons as mentioned in the above Letter of Appointment.

Mr. Ketan Chindarkar Date: 17/06/2021





Smt. Shyampatidevi Michra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College: Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune.

Rajarahi Shahu Maharaj Road, Andheri (E), Mumbal - 400089. ic 2884-0622/2683-2468

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Vis Stashti Prasad Londle Thakia chawl, esker mad, Ni maudir, borivali Oate: 14/06/2021

### Letter of Appointment

Ms. Snishti Prasad Tondle

it is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andhers - East for the position of Alia. Professor. We would like to avail your service with effect from 14/06/2021. The terms and conditions of your assignment are at follows:

Your assignment for a fixed period commences from 14/06/2021 and ends on 30/04/2022. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions are had with your and as would be specified from time to time by the Composure Authority of the Organization.

3. Gunng the period of the assignment, your all-inclusive cost to organization, also termed as cost to Company i.e., CTC, hereinafter referred as enroluments will be Rs. 18.500/ (Fight een Thousand Five Hundred) per month.

Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The amployee cannot proceed on Leave till it is sanctioned, Leave taxnot be encased. The same carnot be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the muliturium without written consent of the competent / designated authority.

7. This issumment may be committated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in flou thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

 In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice paried of at least thirty working days or proportionate assignment amount in lieu of notice under any repain thereof.

(ii) Any unauthorized absence from duty for 02 days or more will be considered as abandownent of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of alkandowness and no claim will be entertained in this behalf.

11. You will be exerting from the traffiction promises for 6 days in a week as per the schedule feld by your principal of the Poisson authorized / designated by the Principal / Management. You will attend the institution promises by the present in the institution during the prescribed hours including Saturdays of each month and if respond you according to black and in respond your months of your problems.

12. This assignment and your continuation are subject to your having been found raedically (physically and toroidally) for by an authorized and recognized Medical Practitionsy.

15. You will propage annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare counte material and undertake research related to the confodure. I think to the students and the institution.

14. You will the responsible in the general organization of all activities including holding periodical examination of all activities including holding periodical examination of all activities including holding periodical examination.

15. You will, in enoperation with other institution authorities, where the responsibility of setting up and maintaining a learning povil doment suitable to the lask and ancheres. 16. You will help organize and partially by the various to-convicular activities, programs and events organized

17. New will purtake in appraisals and review of your work and inscruction methods arranged by the adopticut cation and respond positively to such evaluations and make charges as appropriate. 18. You will propose and provide oral / written assessments coloring to the learning and development of

19. You will carry our student assessment work and record their progress and attriument of grades in an appropriate manner and in a limply fashion based on the norms fold by the institution.

- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Conthing Class / any other ossignisterius etc.
- 21. You will inculcate positive artiflutes including that of cleanfiness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parants and/ar other staff and communicate with them on students' progress and attainment, drawing attention to special side and falents as well as to problems or difficulties.
- 28. You will promote narmony and goodwill among the pupils and ensure no discrimination of any land is impowed are any pupil on the ground of religion, caste, crood, nationality or community etc.
- 24. You will not include in consumption of interdeant of any kind whatsnever. You will not smake / chew tobact to / galka / pair inside the institution premises and / or it the presence of students.
- 25. The mistriution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of, Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress nearly and in a manner consistent with the ploties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duries as may be assigned to you including nonteaching duties.
- 27 In case there is any change in your qualification/s, residential address, landing number, mobile number. you will intimate the same in writing to the office within three days from the date of such change and get such thursge/s recorded; not providing the updated information would amount to an act of inductation.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any memor in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent. of this management in writing.
- 79. You will maintain all information, documents and / or materials gethered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents. expect in comunication with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, only information regarding the organization's affairs or work comedand whichfor the same made known / available to you or become known / available to you during the term. of your assignment.

10. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization open the separation.

31. This feater expresses the understanding between you and the organization with respect to the subject mutter and sopersodes all prior proposals, agreements, representations and understandings.

42. This fetter is being imped to you on the basis of information provided by you in the application and also at the time of interview. Original copius of the certificates, fustimentals and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provises be false or if you are found to have willfully suppressed any material information, this assignment will be liable to be reminated without any notice.

33. Mothing in this letter shall be deemed to create any colationship or partnership, or joint ventury between you and the organization. 2/3

You will be required to follow the conduct and discipline rules and regulations as prescribed by the magement from time to time and any breach of the conditions shall entail action, which are include serialization if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disphashence, disorderly behavior, negligence, implies the indiscipline, absence from duty without permission or any other conduct considered by us detelemental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and for reason without any assignment amount at mentioned in dauge 7.

35. Your services are transferable to any other institution ron by the same Management anywhere in India. You can also be sent on departation to other institutions by the management if you are bound to accept it. 36. You agree that the emoluments / cost to organization are incomed for specific performance, which is mandatory. Your agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. to case of all dispute / confusion / darification related to the terms of this fetter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Number Court's only.

38. The ubove terms and conditions of assignment are subject to thange & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the applicables and also at the time of interview and your representation that you are qualified and compotent to be engaged as Principal in our Institution under rules and regulations prescribed by AKCTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / decimed

all we have blemetric system of amendance and every tracker has to corepulsorily, mark his attendance and every day at the time of arrival in the college and departure from the prough blumetric device by punching every day at the time of arrival in the college and departure from the college. Safary shall be calculated as per the blumetric arrendance. O3 late remark will be treated as one college. Safary small be calculated as per the blumetric arrendance. O3 late remark will be treated as one do is abused from college. Every employee at the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, of any discrepancy due to his appointable for the same. Any attendance dispute will not be entertained after the one of the said day.

41. Fluir performance shall be reviewed on semister basis, if your performance is found to be

if the above terms and conditions are acceptable to you, please communicate the acceptance of the entirement terms, by signing and returning one copy, for our records. Please also include a self-attested phonocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as

cancelled and wold.

We look forward to working with you in an institution that is challenging, stimulating and straing towards excellenge in the field of education.

Your's truly.

For, Shri G.P.M. Degree College of Science & Commerce.

| Dr. Mrs. Vandana Sinha)

t have read, understood and have agreed to all turns and conditions as menutoned in the above Letter of

Appointment.

Ms. Sneshii Prasad Tondle Osne: 14/06/2021





Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbai.

Junior College: Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pure. Rejarshi Shahu Maharaj Road. Andherl (E). Mumbal - 400069. @:2684-0822/2683-3456

Outward No.: 1204/21 Date: 19/06/2021

Mrs. Anjushree Ashok Walode Shree Krishna Shraddha Tower, Flat - 304, B-wing, Lalchakki Chowk, Opp Dhanwantari Hospital, Ulhasnagar-4 Thane-421004.

#### Letter of Appointment

Mrs. Anjustres Ashak Walode

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Ass. Professor. We would like to avail your service with effect from 19/06/2021. The terms and conditions of your assignment are as follows:

- 1. Your assignment for a fixed period commences from 19/06/2021 and ends on 30/04/2022. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this bahalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/- (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and senctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- Vou understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the computent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fleu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or mere will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 6 days in a week as per the schedule fald by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays,
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by usdetrimental to our interest or violation of one or more turms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Managament enywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be assued to you from time to time by the competent / designated
- 37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal. In our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance. through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case. of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records, Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vaneana Smha) Principal

I have read, understood and have agreed to afferms and conditions as mentioned in the above Letter of Appointment.

Mrs. Anjushred Ashok Walode Date: 19/06/2021



Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Numbal.

Junior College : Affiliated to Mahareshtra State Board of Secondary & Higher Secondary Education Pane.
Rejershi Shehu Maharej Road, Andheri (E), Mumbal - 400069, @:2684 0822/2883 3455

Date: 05/08/2021

Outward No.: 1205/21

Ms. Prachi Mukund Karandikar C/3 Ambar Prasad Society, Bandra Redemation, Bandra (W), Mumbal-400050

#### Letter of Appointment

Ms. Prachi Mukund Karandikar

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Azst. Professor. We would like to avail your service with effect from 05/08/2021. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 05/08/2021 and ends on 30/04/2022. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 22000/ [Twenty-Two Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in Neu Thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fleu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 36. You will halp organize and partiske in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by incluiging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 22. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of introdeant of any kind whatsoever. You will not smoke / thew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a drass code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be fiable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37, in case of all dispute / confusion / distribution related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai.

38. The above terms and conditions of assignment are subject to change 6, you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal. in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra Statu Board of Secondary 8. Higher Secondary or any other applicable statutory / deemed

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance. through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case. of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and neturning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards. excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Principal

I have read, understood and have agreed to all with middle Appointment.

E CO!

was mentioned in the above Letter of

Ms. Prachi Mukund Karandikan Date: 05/08/2021





## Smt. Shyampatidevi Mishra Edgeational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbal.

Junior College : Affiliated to Maharantitra State Board of Secondary & Higher Secondary Education Pune. Rejarchi. Shaftu Maharaj Road. Andheri (E), Mumbel - 400069. @:2684-0522/2683-3455

Outward No.: 1200/22

Mirs. Shivali, Anil Nagarkar A-603, Harsh Plaza, Nr Gee Club, Mirs Road Mombai el01107 Date: 06/06/2021

#### Letter of Appointment

Mrs. Shiyati Anıl Nagarkar

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andherl - East for the position of Asst. Professor. We would like to avail your service with effect from 06/06/2021. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 06/06/2021 and ends on 30/04/2022. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be usued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20000/ [Twenty Thousand only] per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal, The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if regulated on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- You will help organize and particle in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments atc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or disulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some meterials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis, if your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Mrs. Shivali Anil Nagarkar

Date: 06/06/2021

Date: 01/06/2021

Smt. Shyampatidevi Mishra Educational renas



# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Sunter College Affiliated to University of Mumbal.

Particle College Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rajam by Shahu Maharag Road, Addhen (E), Mumbal 400069, 7: 2684-082 27813 4 ES

Cuttered No. 2010/20

Mr. Nijesh Shyviatan Dave Rama Niwas, Ground Hoor Room No -1. Gawad Wadi, Vitar (1), Virar 401 505

## Letter of Appointment

Mr. Nileali Shiyratan Daye

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Amilheri - Last for the position of Faculty. We would like to avail your service with effect from 01/06/2021. The terms and conditions of your assignment are as follows:

 Your assignment for a fixed period commences from 01/06/2021 and ends on 20/04/2022. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your employments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Procate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

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- 23. You will promote harmony and goodwill among the pupils and ensure no distrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

74. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / thew tobarco / guika / pan asside the institution premises and / or nothe presence of students.

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3.3. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between

- 14 You was be required to take a the country and described rules and resplanors of prescribed by the countries of them time to done and any breach of the conditions shall entall action, which is made this reaction terminates. If it any time is the consistency of the conditions made much which is made in this reaction are availabled or found going of distributions. It is predicted the product considered by as evaluation, indescribing able one from duty without permatters of any other conditional made duty conditions of one or other terms of this letter. This assignment may be determined to one interest or violation of one or other terms of this letter, this assignment may be terminated stational matters and / or or association any assignment amount as mentioned in clause 7.
- 45. Your services, are transferable to any other lossitution run by the same Management anywhere in India.

  You can also be sent on deputation to other institutions by the management & you are bound to accept it.

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  anywherey. You agree to perform such other disters and conform to such other instructions relating to your
  enanciatory. You agree to perform such other disters and conform to such other instructions relating to your
  examination.
- 17. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the eigenzation shall be final and broding. All legal disputes would be strictly under jurisdiction of Mombas Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and compotent to be engaged as Principal time of interview and your representation that you are qualified and compotent to be engaged as Principal time of interview and your representation sprescribed by ANCTE / OTE / MCTE / Mumbal University / in our Institution under rules and regulations prescribed by ANCTE / OTE / MCTE / Mumbal University / deemed Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities
- 40 We have brometric system of attendance and every teacher has to combulsorily, mark his attendance through brometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in one of any discrepancy due to his labses or otherwise; immediately bring it to the knowledge of management, otherwise college will not be entertained after the end of the Said day.
- 4). Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.
- If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Principal

I have read, understood and have agreed to all terms ditions as ment orded in the above Letter of

Appointment

Mr Mesh Shivratan Dave

Date: 01/06/2021







# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbai

Junior College : Affiliated to Nuharashire State Board of Secondary & Higher Secondary Education Pure. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069, ©:2684 0822/2683 3455

Outward No.: 889/21

Mrs. Anita Utlant Miskin 103/C, Radha Kunj, Tank Road Bhandup - West Mumbai - 400078 Date: 01/10/2021

#### Letter of Appointment

Mrs. Anita Uttam Miskin.

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri East for the position of Asst. Professor. We would like to avail your service with effect from 01/10/2021. The terms and coriditions of your assignment are as follows:

1. Your assignment for a flood period commences from 01/10/2021 and ends on 30/04/2022. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement. of the academic year, you would be entitled for leave purply and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned, teave cannot be encased. The same cannot be claimed at matter of right.

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8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this bahalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and it required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum Ineeds of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized

by the Institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of students.

19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.

20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private builtions / Coaching Class / any other assignments etc.

23. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly

behavior in the students.

22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.

23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.

25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neathy and in a manner consistent with the duties being discharged.

25. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-

teaching duties.

27. In case there is any change in your qualification/s, residential address, landling number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent.

of this management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization

upon the separation.

31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes till prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable take or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between

you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37, in case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's poly.

98. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by ACTE / OTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of acrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

of the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and vold.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Andher (E

Mumbal-69

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Dr. Mrs. Vandana Sinha)

Principal

t have read, understood and have agreed to all and Appointment.

fitions as mentioned in the above Letter of

Mrs. Anita Ultam Miskin Date: 01/10/2021



Smt. Shyampatidevî Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbel.

Junior College : Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Pure. Rejarshi Shehu Maharaj Road, Andheri (E), Murribat - 400009, 4:2684 0972/2683 3456

Outward No.: 829/21

Mrs. Ranjeeta Prajapati 4. Jann Munir Mobil. Sons Chawl, P. P. Road. Andheri (East), Mumbai-93. Date: 01/06/2021

#### Letter of Appointment

### Mrs. Ranjeeta Prajspoti

It is our pleasure to walcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2021. The terms and conditions of your assignment are as follows.

1. Your assignment for a fixed period commences from 01/06/2021 and ends on 30/04/2022. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as amoluments will be Rs. 20,000/- (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization, Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encesed. The same cannot be daimed as matter of right.

You understand and accept that during the middle of academic year, you will not terminate the assignment. and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

3. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatury that you should give a notice period of at least thirty working days or proportionate assignment aregunt in liqu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will propore annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum Ineeds of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination. 1/3 assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and env breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere is India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37, in case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal

Court's only.

38. The above terms and conditions of essignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / OTE / NCTE / Mumbel University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have blomatric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily hasis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be

unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a salf-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We took forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Or. Mrs. Valvidana Sinko) Principal

I have read, understood and have agreed to a Appointment. ions as mentioned in the above Letter of

Mrs. Ranjeeta Prajapati Date: 01/06/2021





## Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbel.

Junior College : Affiliated to Maharashim State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Mahara) Road, Andheri (E), Mumbei - 400069, ©:2684-0822/2689-3455.

Date: 15/06/2021

Outward No.: 815/21

Mr. Rayi Tiwari Pump House, Andheri East Mumbai -400093

## Letter of Appointment

Mr. Ravi Tiwari

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Supervisor. We would like to avail your service with effect from 15/06/2021. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 15/06/2021 and ends on 30/04/2022. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 23,000/ (Twenty-Three Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on wardly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

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23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationally or community sto.

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33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

2/3

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entell action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, Insubordination, Indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NETE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / dearned

authorities. 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

48. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving lacense / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

For, Shri G.P.M. Degree College of Science & Commerce

Principal

I have read, understood and have agreed to all terms and communities as mentioned in the above letter of Appointment.

Anchort (E Mumbel-89

Mr. Ravi Tiwari Date: 15/06/2021





Smt. Shyampatidevi Mishra Educationa) Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbai.

Junior College : Affiliated to Maharashim State Board of Secondary & Higher Secondary Education Pane. Rajarshi Shahu Mahara) Road, Andheri (E), Mumbal - 400069, @:2684 0822/2683 3455

Date: 17/06/2021

Outward No.: 807/21

Mr. Ralitram Yadav 1ª Floor Heb 157/17. Shambhanath Shukla Chawl, Nirma Nagar Khar East, Mumbai 400051.

## Letter of Appointment

Mr. Rajitram Yaday

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 17/06/2021. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 17/06/2021 and ends on 30/04/2022. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-indusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/ (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

The Paid Issue for the entire Academic year is maximum of 8 days. In case if you join after commencement. of the scademic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization, Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned, Leave cannot be encased. The same cannot be daimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in Iteu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in liqu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no dawn will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and If required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 13. You will prepare and provide oral / written assessments relating to the learning and development of soudents.
- 19. You will carry out student assessment work and record their progress and altainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculeate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special stills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not senoke / chew tobacto / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which halps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neathy and in a manner consistent with the duties being discharged.
- 28. You will observe and adhere to all rules 8. regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provistobe false or if you are found to have willfully suppressed any material information, this essignment will be liable to be terrainated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail ection, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this latter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's poly

36. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as capcalled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of aducation.

Your's truly.

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandhhai Siitha)

Principal

) have read, understood and have agreed to all terms Appointment. as mentioned in the above Letter of

Mr. Rajitram Yadav Date: 17/06/2021





# Snu. Shyampatidevi Mishra Educational Trust's SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbai.

Junior College : Affiliation to Maharashtra State Board of Secondary & Higher Secondary Education Purse. Rajurahi Shahu Maharaj Road, Anchen (E), Mumbal - 400000, io 2004 0822/2013 3455.

Outward No. 5 PO

Miss. Shtuti Chundrashekhur Böte 63-H. Aptewadi, Room No.12. Goldhale Road (N), Dadar (19). Mumbaj-400x128

Date: 17/06/2011

## Letter of Appointment

Atiss, Shouli Chambrashekhur Bole

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst, Professor, We would like to avail your service with effect from 17/06/2021. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 17/05/2021 and ends on 30/04/2022. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically and on the above mentioned date and separate notice will not be assued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your ell-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs. 20,000/ (Twenty Thousand Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your employments are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 6 days. In case if you join after commencement of the academic year. You would be entitled for leave purely and only on a Prorate basic. You are entitled for availing the loove after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment. and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty morking days or proportionate assignment amount in beother and without assigning any reason thereof.

2. Letter of resignation should be submitted in the form of barocopy. Bengoutlon without a required notice

9. In case where your request for termination of assignment is accepted during the ecademic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in Jos of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to yours this behalf, your services will be terminated on account of abandorment and no claim will be entertained in this behalf,

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the institution during the presence hours focluding Saturdays of each month and if required on weekly off / during Holidays

12. This assignment and your continuation are subject to your having been found medically (physically and (mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans at the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare tourse material and undertake released related to the cythicalum / needs of the students and the institution

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- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
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- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manager and in a timesy fashion based on the correst laid by the institutions
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- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or odificulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, trend, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / cnew tobacco / gurka / pan Inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of, Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress nearly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or systlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the supressed consent of this management in writing.
- 29 You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affaits or work carried out whether the same made known / available to you during the term of your assignment.
- 30. You may be issued some praterials such as business stationery, documents, etc. which will temain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 33. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification, if any declaration given by you provide laise or if you are found to have writinly suppressed any material information, this assignment will be table to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create my relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discretion could not conduct and discretion of the conduct and discretion shall enter a conduct on the conduct and discretion of the organization of at any time, in the opinion of the organization of manuscripped with a limit in this matter you are insolvent or found guilty of dishon the interpreted discretion of insubordination, indiscipling absence from duty without permitted or any conduct conduct of the detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. You services are transferable to any other institution run by the same Management anywhere in Iodia You can also be sent on depotation to other institutions by the management & you are bound to accept it, 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the Organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall theth his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis, if your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce

(Dr. Mr. Vinlan Linha)

Principal

I have read, understood and have agreed to all terms and indictions as mentioned in the above Letter of Appointment.

Miss - hruti Chandrashekhar Bole

Date: 17/06/2021





Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbai.

Junior College : Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Puns.
Rejerahi, Shahu Maharas Road, Andheri (E), Mumbai - 400009, ©:2684-0822/2683-3455

Outward No.: 805/21

Date: 17/06/2021

Mr. Chandrabhan Tejarayan Singh Room No 396, Jan Shakti Hagar, Opp Hanjar Nagar, Malpa Dongri No 2, Pump House, Andheri East, Mumbai-400093

#### Letter of Appointment

## Mr. Chandrabhan Tejurayan Singh

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 17/06/2021. The

terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 17/06/2021 and ends on 30/04/2022. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and torms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 25000/ (Twenty-Five Thousand only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- S. The Paid Jeave for the entire Academic year is maximum of 8 days. In case if you Join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be dialmed as matter of right
- You understand and accept that during the middle of ecodemic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during HolMays.
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- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
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- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
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- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the computent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the blometric attendance. O3 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving ficense / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Andheri (E

Mumbal

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha

Principal

I have read, understood and have agreed to have appointment.

anditions as mentioned in the above Letter of

Mr. Chandrabhan Tejnrayan Singh

Date: 17/06/2021



Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbal.

Junior College : Affiliated to Meharashtra State Sound of Secondary & Higher Secondary Education Pune. Rejeashi Shahu Maharej Road, Andheri (E), Mumbal - 400069. Ø:2884-0822/2683-3456

Outward No:1218/21 Mrs. Manisha Gautam Maene Lotus Co-Op Society, Building No-3 Neur Kanika Wall Street Andheri East, Mumbal-400093 Date: 01/10/2021

## Letter of Appointment

## Mrs. Manisha Gautam Masne

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Prefessor. We would like to avail your service with effect from 01/10/2021. The

terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 01/10/2021 and ends on 30/04/2022. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and defiverables will be based on the discussions we had with you and as would be

specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as amoluments will be 9s. 18,000/ (Fighteen Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the heave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment

and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice

period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in figure of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated

on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premiser for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution principally and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having bean found medically (physically and

mentally) fly by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

1/3

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their familles by indufging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intexicant of any kind whatsoever. You will not smoke / thew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provistable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33, Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, displactment, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest of violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Courts and

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Munical University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the blometric attendance. US late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediatory bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

43. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Acadharf (E

Mumbai-89

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha)

Principal

I have read, understood and have agreed to all to the appropriate as mentioned in the above tatter of

Mose

Appointment.

Mrs. Manisha Masne Date: 01/10/2021





## Smt. Shyampalidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degrae College: Affiliated to University of Numbel.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pure.
Rejershi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ©:2684 0822/2683 3455

Outward No.: FOL te.

Date: 16/06/2021

Mrs. Goeta R. Yedav Lok Seva Chawl, Jijemata Road, Pumphousa, Andheri (East), Mumbai – 400093.

#### Letter of Appointment

#### Mrs. Geeta R. Yadav

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 16/06/2021. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commentes from 16/06/2021 and ends on 30/04/2022. Unless and until
the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 20,000/-(Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

 Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your lenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment. Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- **16.** You will help organize and partake in the various co-curricular activities, **programs and events organized** by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
  36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be finel and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- \$8. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharasistra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the blometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall theck his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the latter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We took forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Vandana Sinha) Principal

I have read, understood and have agreed to all furnities conditions as mentioned in the above Letter of Appointment.

Mrs. Geeta R. Yadav Date: 16/06/2021

# Letter of Appointment

Ontward No.

Mrs. Chbaya Anand Ray 105/a Wing, Mulad east Mumbai-100097

Date: 01/06/2021

Employee Registration Code: 302

## Mrs. Chinya Anand Rai

It is our pleasure to welcome you as a part of Shri G.F.M. Degree College of Science & Commerce, managed by Smit. Shyempatidevi Mishra Education Trust, a minority Institution, at Analogy - East for the position of Asst. Professor. We would like to avail your service with effect from 01/06/2021. The terms and conditions

- 1. Your assignment for a fixed period communices from 01/06/2021 and ends on 30/04/2022, Unless and until the assignment is renewed to writing (based on mutually accepted scope and terms), the same will automatically and on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. Ourlog the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company Le., CFC, hereinafter referred as emoluments will be Rs. 20,000 / (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is musiroum of 8 days. In case if you join after communicement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in fiew thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of nordcopy. Resignation without a required notice
- 9, in case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fleu of notice under any notion thereof.
- 10. Any unauthorized absence from duty for 03 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be turninated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the institution premises for 5 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the lostitution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required no weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and reorgaized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. in addition, you are expected to prepare course material and undertake research related to the corriculum / needs of the students and the Institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorisies.

40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival institution and departure in the institution. Salary shall be calculated as per the biometric attendance. O3 tate remarks will be treated as one day's absence from the duty. Every employee of the institution shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise institution will not be responsible for the same. Any attendance dispute will not be entertained after the cost of the said day.

42. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving (icense / passport) along with the signed copy of the letter, if no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Crimmorce.

(Dr. Mrs. Vandana Sinha)

(Principal)

I have read, understood and have agreed to all the turns and conditions as mantioned in the above Letter of Assignment.

Mrs. Chloryo Amund Rai

Date: 01/06/2022

# Academic Year 2022 - 2023



Sint. Shyampatidevi Mishra Educational Trust's

SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Jenior College: Alliflated to Maharethire State Board of Secondary & Higher Secondary Education Pune. Rejarchi Shahu Maharej Road, Andheri (E), Mumbai - 400089, ©:2684-0822/2683-3456

## Letter of Appointment

Outward No.:

Date: 16/02/2023

Employee Registration Code 54105

Mrs. Priyanka sinha Goregonu (East) Mumbai.

#### Mrs. Prîyanka sinba

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, managed by Smt. Shyampatidevi Mishra Education Trust, a minority institution, at Andheri - East for the position of supervisor. We would like to avail your service with effect from 16/02/2023. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 16/02/2023 and ands on 30/04/2023. Unless and
  until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will
  automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2 Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. Ouring the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be %s. 30,000 / (Thirty Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave tilt it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. (A) In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- (B) Since, the Institution has Monthly Planner for all the teachers and for all the subjects they assigned to teach, it is mandatory for them to complete the assigned portions / syllabus for the date of their termination of the proportionate assignment amount in lieu of the portion completed on the date will only be paid.
- 10. Any unauthorized absence from duty for 03 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holldays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.
- 15. You will, in conperation with other institution authorities, share the responsibility of setting up and maintaining a tearning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain tooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well us to problems or difficulties.
- 25. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intexicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is assential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neathy and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement. In strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the cartificates, testimuntals and previous amployment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be flable to be terminated without any notice.

- 33. Nothing in this letter shall be deemed to treate any relationship or partnership, or joint venture between you and the organization.
- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobadience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in dause 7.
- 35. Your services are transferrible to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
- 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival institution and departure in the institution. Salary shall be calculated as per the biometric attendance. 03 late remarks will be treated as one day's absence from the duty. Every employee of the institution shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of reanagement, otherwise institution will not be responsible for the same. Any attendance dispute will not be entertained after the and of the said day.
- 41. Your performance shall be reviewed on semester basis, if your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly.

For, Shri G.P.M. Degree College of Science & Commerce.

(Principal)

16 01 2023

I have read, understood and have more an and conditions as mentioned in the above Latter of Assignment.

Mrs. Priyanka sinha Date: 16/02/2023

3/8



# Smt. Shyampatidevi Mishra Educational Trust's SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Mahara Road, Andheri (E), Mumbai - 400069, 12-2684 0822/2683 3455

Ontward No: 1186/23

Letter of Appointment

Date: 16/07/2022

Employee Registration Code: : 302

Name: Mrs. Chhaya Anand Rai Address: 105 A Wing Malad East mumbai

No.97

# Name: Mrs. Chhaya Anand Rai

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Communes, Managed by Seat. Shyompatidevi Maken Education Treat, a minority Institution, at Andheri - East for the position of WRITER. We would like to evail your service with effect from 01/06/2021. The terms and conditions of your assignment are as follows:

 Your analyzment for a fixed period commences from \$1706/2021 and ends on 30/04/2023. Unless and until the antigrousers is renewed in writing tioned on motorly accepted scope and terms), the same will automatically end on the above recordance data and repaired notice will out he issued in this behalf

2. Your accommunitions and deliverables will be beard on the discussions we laid with you sed as would be specified from tune to tome by the Compelent Authority of the Organization.

3. During the period of the sunigament, your all-metanive cost to organization, also tenaved at Cool to Company i.e., CTC, hereinafter referred as constaments will be Ra 22000.609 / (Twenty Two Elements Only)

per mouth Statistory deductions will be as applicable by the how

st. Your amodements est; are strictly confidential and should not be shared or inforward to others.

5. The Paid leave for the outse Academia year is maximum of 5 days. In case if you join offer commencement of the academic year, you would be emitted for inave parely and early on a Promus basic You are emission for availing the heave ofter 3 months of your joining the eigenmention. Leave has to be applied sufficiently in advance and teneriosed by the Principal. The employee manot proceed on leave till it as sanctioned. Lauve cannot be encused. The same assess be elabored as matter of right.

6 You understand and accept that during the middle of sendence year, you will not temperate the antigurount and leave the posteration without weitten consent of the competent / designated sufficiency.

7. This instgement may be terminated by the Imitiation sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in their thereof without assigning any season

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. (A) In case where your request for termination of assignment is accepted during the aundemic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate margament amount in tien of notice under any reason thorough

(B) Sierce, the functionion has Mantaly Planner for all the teachers and for all the subjects they assigned to much, it is invasidatory for them to complete the ensigned portions / syllabor for the date of their termination or the proportionate assignment amount in ties of the parties completed on the date will

10. Any unnotherized absence from duty for 50 days or more will be considered ax abundament of your services and no forther notice will be required to be given to you in this hehalf. Your services will be terminated an account of attandonment and on obtain will be communical in this behalf.

I.f. You will be working from the Intelligent previous for 6 days in a work as per the schedule laid by your Principal or the Person outborned / designated by the Principal / Management. You will attend the Institution punchasily and he present in the institution during the prescribed boars including Saturdays of

12. This assignment and your continuous are subject to your laving bean found medically (physically and mentally) fit by an unthindeed and recognized Medical Practitionar

c). You will prepare unusual plans in the beginning of your tenure, in accordance with the Institution policy, to addition, you are expected to prepare course material and undertake resourch related to the currientum smeeds of the students and the Institution.

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13. You will, in comparation with other instrument authorities, share the responsibility of serting up and maintaining a fourthing employment suitable to the task and autdoors.

- 16. You will help organize and partales in the various so-carricular activities, programs and events organized by the institution.
- 17. You will purtake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and analysis as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will comy out student aspectanent work and record their progress and attainment of grades in an appropriate manner and in a clinical fastion based on the nurses had by the institution.
- 29. You will not almost your professional position for personal positi in manay, goods or survices from students or their families by including in activities such as Private millions / Cooping Class / any other testigaments atc.
- 21. You will incoleste positive attributes including that of elegations, beatness and respect for orderly behavior in the students.
- 22. You will build and against acoparative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special stills and talents as well as to problems or difficulties.
- 23. You will premote harmony and goodwill among the pupils and ensure no discrimination of any hind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in continuous of intexticant of any kind whatsoever. You will not smoke / chew 1000000 / gntks / you made the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work construtably and at the same time project a professional image to our students, parents, colleagues and community we ere a part of. Hence, it is essential that you take pride in your apparature and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being descharged.
- 26. You will observe and adhers to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification's, residential address, leadline number, mobile number, you will latiniste the same in writing to the office within three days from the date of such change and get such change's recorded; but providing the updated information would amount to an act of indiscipline.
- 28. You egree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / besiness other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution withour the expressed-consent of this management in uniting.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in sorier confidence. You will not copy or make notes of such information / documents import in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried our adulter the same made known / nonlable to you or become known / available to you during the term of your assignment.
- 30. You may be issued pone molecule such at business stationery, documents, etc. which will remain the property of the negotization. You agree to return them in good shape and condition to the organization appendix.
- 33. This feiter expresses the understanding between you and the organization with respect to the subject matter and expressed all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you un the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment provestone black or if you are found to have willfully impressed any material information, this authorizest will be induced without any notice.
- 33. Nothing in this lister shall be downted to create way relationship or partnership, or joint venture.
- 14. You will be required to follow the conduct and discipling rades and regulations as prescribed by the sumapposite fortal time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the argumentous's management, which is final in this matter, you are marked or tennel party of distancety, disobalience, disorderly behavior, negligence, insubordances, indicaptive, absonue from they without permission or any other conduct considered by an determinate is not interest or significant of one of more beans of this latter, this arriginment may be becaused without antice and / or reason without acts are significant around a montional in clause 7.

  15. Your mercura are travelerable to any other institution runs by the same Management anywhere in

finding You can also be sent on deputation to other first/bullans by the management & you are bound to

- 36. You agree that the construicits / cost to organization are incorred for specific performance, which is quandancey. You agree to perform such other divice and contains to such other instructions relating to your assignment as only be required or be issued to you from time to time by the competent / designated
- 37. In case of all dispute I continues I charification related to the leave of this letter, the decision of the organization shall be final and hinding. All legal disputes would be strictly taster jurisdiction of Mumbri Court's only.
- 38. The above terms and conditions of assignment are subject to charge & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This mangament is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and compotent to be engaged as Principal in our Institution under rates and regulations presented by AICTE / D'TE / NCTE / Murgini University / Maharashun State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blomatric system of attendance and every teacher has to compulsority, mark his attendance through biturestic device by punching every day at the time of arrival institution and departure in the institution. Salary shall be calculated as per the biometric attendance, 03 late remarks will be treated as one day's absence from the duty. Every umplayes of the Institution shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of hamagement, otherwise institution will not be responsible for the same. Any attendance dispute will not be entertained after the coul of the said day.
- 4). Your performance shall be reviewed an somester basis, if your performance is found to be unsatistactory, then your services may be terminated in mid-section also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the concelled and word,

assignment terms, by signing and returning one cupy, for our records. Please the include a self-streated photocopy of government photo identification (such as driving license / passport) along with the nigned copy of the latter, if no reply accepting the assignment terms is submitted, this latter shall be deemed as We look flowered to working with you in an institution that is challenging, stitutabling and striving towards excellence in the field of education.

> Andheri Mumbal-89

Your a tenty.

For, She G P.M. Degree College of Science & Commercial

(Dr. Mrc. Vandara Scalar)

(Principal)

I have read, understood and have agreed to all the terms and conditions as mentioned in the above Letter of Assignment.

#149 Name Mrs. Chapp Asset Rai Inte: 14407/2022





Seat. Shyampatidevi Mishra Educational Trust's

# SURI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Addition to University of Murchait.

Junior College: Alfillated to Malterastrice State Beard of Secondary 6 Nighor Secondary Education Pune. Rajposhir Shahet Malterat (Research Austria), Malterat (R

Ontward No.: 11 PT 112

Date: 17/06/2022

Miss. Shouti Chambrashekhar Unic (2-1), Aptewach. Room No.12. Gokhale Reed (N), Dadar (W). Momboi-10028

#### Letter of Appointment

Miss, Shori Chandrashekkor Bole

It is out pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Antheria - Cast has the position of Axxi. Professor. We would like to avail your service with effect from 17/06/2022. The terms and conditions of your assignment are as follows:

- 1. Your assignment for a fixed period commences from 17/08/2022 and onds on 30/04/2023. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company 1.e., CTC, hereinafter referred as emploments will be Rs. 20,000/ (Twenty Thousand Hundred Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Atademic year is maximum of 8 days. In case if you join after commendement of the academic year, you would be entitled for leave purely and only on a Promate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- Letter of resignation should be submitted in the form of hardcoop. Resignation without a regular notice period is not acceptable.
- 9. In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- 10. Any unauthorized absence from duty for 02 days or more will be considered as abandonment of your services and no Jurcher notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and ill required on weekly off / during Holldays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) in by on authorized and recognized Medical Practitioner.
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by the institution

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19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in whitely fashion based on the norms kild by the institutions.

20. You will not above your professional position for personal profit in money, goods or services from students or their families by indulping in activities such as Private furtions / Conching Class / any other

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23. You will promote harmony and goodwill among the pupils and ensure no distrimination of any kind is

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75. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. mente, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the

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77. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

20. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the Institution and shall not associate yours of or les your work, name, mage or personality be used by any media or other organization / institution without the expressed consent

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make wotes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work corried our whother the same made known / available to you or become known / available to you during the torm

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33. This letter expresses the understanding between you and the organization with respect to the subject matter and superiodes pilipeter propositis, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the cordificates, testimonials and previous employment records should be submitted along with the photocopies for vertication. If any declaration given by you provestable lake or if you are found to have willfully suppressed any material information, this assignment will be hable

33. Nothing in this letter shall be deemed to create any relationship or partmertide, or jobit venture between to be tempinated Withput any natice.

you and the organization.

detrinental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the empluments f cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated

authority.

37. In case of All dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.

33. The above terms and conditions of assignment are subject to change & you will be communicated as

and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by AKTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through blometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the blometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be

unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly.

For, Shri G.P.M. Degree Callege of Science & Commerce.

(Dr. Mrs. Windama Siglia)

Principal

I have read, understood and have agreed to all terms and cultilities as mentioned in the above Letter of Appointment,

Andies (8)

Miss Shruti Chandrashekhar Bolo

Date: 10/06/2022





## Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College : Affiliated to Maharashba State Board of Secondary & Higher Secondary Education Pure. Rejershi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ©:2694-0622/2683-3455

## Letter of Appointment

Outward No.:

Date: 16/06/2022

Employee Registration Code: 317

Mrs. Goda R. Yadav Lok Sava Chawl, Jijamata Road, Pump Home Andhert-East, Mumbri-100093

Mrs. Gesta R. Vadav

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, managed by Smt. Shyampatidevi Mishra Education Trust, a minority institution, at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 16/06/2022. The terms and conditions of your assignment are to follower.

Your assignment for a fixed period commences from 16/06/2022 and ends on 30/04/2023. Unless and until the
assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on
the above mentioned data and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed at Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs. 22000 / (Twenty-Two Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commercement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sulfidently in advance and sentioned by the Principal. The employee cannot process on leave till it is sanctioned, Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and

leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in their toff without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a sequired notice period is

ot **acc**eptable.

9. (A) In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

(B) Since, the Institution has Monthly Planner for all the teachers and for all the subjects they assigned to teach, it is mendatory for them to complete the assigned portions / syllabus for the date of their termination or the proportionate

assignment amount in liqu of the portion completed on the date will only be paid.

10. Any unauthorized absence from ducy for 03 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

17. This assignment and your continuation are subject to your having been found medically (physically and mentally) (it by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum/ needs of the students and the institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21, you will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special stills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24, You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutks / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper cress code and general appearance during the working hours. You are expected to dress neathy and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.
- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination, if at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in india. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of intendew and your representation that you are qualified and competent to be orgaged as Principal in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have blometric system of attendence and every teacher has to compulsorily, mark his attendence through blometric device by punching every day at the time of arrival institution and departure in the institution. Salary shall be calculated as per the blometric attendance. 03 late remarks will be treated as one day's absence from the duty. Every employee of the institution shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise institution will not be responsible for the same. Any attendance dispute will not be emperationed after the end of the said day.
- 41. Your performance shall be reviewed on samester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo-identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shr G.P.M. Degree College of Science & Commerce.

Dr. (Mrs.) Vandana Sinha

(Principal)

16/00

I have read, understood and have agreed to all the conditions as mentioned in the above Letter of Assignment.

Andmy (6

Date: 16/06/2022



Smt. Shyampatidevi Mishra Educational Trust's

# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal,

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andhori (E), Murubai - 400069. 6:2684 0822/2889 3455

## Letter of Appointment

Coheard No.

12ste: 16/07/1022

Employee Registration Code: : 3717

Name Miss Bird P Bayes Additiast Dadm East Munitos

It is one pleasure to welcome you as a past of Sian G-P.M. Degree College of Science & Communes, Managed by Sent Toyontpatisters Mistira Education Trust, a minority institution, at Anotheri - East for the position of ASSESTANT FRODESSOR. We would like to avail your survice with offset from 06/06/2012.

The terms and conditions of your assignment are at follows. Towe analyzone of the a though period consummers from 0506/2022 and code so 30/04/2023. Unless and must the analysment is recovered in writing (based on namedly accepted more and terror), the same will automatically

end on the above continued data and repurse notice will not be issued to this behalf. 2. Your accountabilities and deliverables will be based on the discussions we had with you seid as woold be

specified from time to time by the Comparison Authority of the Organization. 3. During the period of the emigrament, your all inchesive cost to occanization, also termed to Company Lat. CTC., heurisubjer referred an ensolutionals will be fla. 22000.007 (Ewerty Two Tocusand Only)

per manth. Statetory deductions with he as applicable by the law

4. Your employments est: are unselly confidential and denied not be abused or informal to others.

5. The Paid Serve for the entire Armhenie your in consumm of 8 sloys. In case if you join niter commencement of the applicance year, you would be estitled for leave panely and only on a Propage basis. You are embled for existing the leave after 3 months of one pointing the communities. Conve has to be applied sufficiently in advonce and succlosed by the Pencipal. The surpleyer manual preced in lowe till is is surethered. Leave counte by encured. The sores named by claimed as walter of right.

o. You wedenment sent succept that cluring the middle of academic year, you will not amelians the surigirence.

and have the fentionism without written constant of the competent / designated mathematy, 7. This assignment may be varialisated by the lightheston advances by giving a notice period of at least thirty workings draw or prospectations assignment amount in lies thereof without assigning any restore

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11. The will be working from the lastitution premises for 6 days in a week as per the schedule laid by your Principal or the Person numerized / designated by the Principal / Management. You will shend the highlighted proximally and be present in the Speciation during the presented hours including Saturdays of and mouth and if sugment on worlds oft? during Holidays.

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- 24. Von will not indulge to consumption of intexional of any kind whotsoever. You will not smoke / allow tobacco / guilts / pan institution bearings and / or a the presence of students.
- 25. The institution expects you to follow a dress node, which helps you to work considerably and at the name those project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dates code and general appearance thring the working hours. You are expected to dress nearly and in a manner consistent with the duries being discharged.
- 26. You will observe and affect to all rules & togethetons, office orders and / or realisments of the organization as may be applicable. You will discharge such desire as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification's, residential address, landing number, mobile number, you will indicate the name in writing to the office within three days from the date of such change and get such change's recorded; not providing the updated information would amount to an act of indiscipline.
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- 29. You will maintain all information, documents and / or expecials gathered by you during the course of your engagement in attlet confidence. You will not copy or make notes of such information / documents expect to conjunction with your work for the enganization. You will not, at any thrue, disclose or divulge or make public, expect on legal ubligation, say information regarding the organization's offinite or work carried out whether the some made known / available to you or become known / available to you during the term of your oreignment.
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- 33. Nothing to this latter shall be decided to create any relationship or partnership, or joint venture between you and the cognification.
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- 35. Your services are manuferable to any other lastitution can by the same Management anywhere in

lindie. You can also be sest on deputation to other institutions by the management & you are bound to

36. You agree that the encolumnates I can to organization are incurred for specific perferences, which is mandatury. You agree to perform such other duties and conform to such other instructions relating to your areignment as may be required or be inspect to you from these to time by the competent I designated pulbority.

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3st. The above terms and conditions of assignment are subject to change & you will be communicated as and whan the changes are effected which will be binding on you.

39. This assignment is reade on the besis of information provided by you in the application and these at the time of interview and your representation that you are qualified and competent to be suggested as Principal in our Institution under rules and regulations prescribed by AICTS / DTS / NCTS / Mumbel University / Molestashire Smite Board of Secondary & Higher Secondary or any other applicable statutory / deposed anthonities.

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41. Your performance shall be reviewed on semester basis. If your performance is found to be torsolistifactury, then your services may be complessed in mid-sension also.

If the above terms and conditions are exceptable to you, please communicate the acceptance of the cancelled and void.

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> Andhest (E) Muunbal-85

Vener's maly.

For Sun G.A.M. Depres College of Science & Commerce. (Dr. Mrs., Vilotines Siein)

(Principal)

I have read, understood and have ogneed to all the seems and continue and continued in the shove Latter of Ad tidlicate and .

HBRAWEL Name: Mus High P Rysnel Dolar ( GACTAL 2022





## Smt. Shyampatidevi Mishra Educational Trust's

## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shinhu Maharaj Road, Andhari (E), Murnbai - 400069, ©:2684-0822/2683-3465

## Letter of Appointment

Employee Registration Code: : 3720

Name: Nirs. Trupti Nikhii Shinde Address: 104, Manisha Apartment, Panduring Wadi, Road Number 4, \*

Name: Mes, Trupti Nikhil Shinda

It is our pleasure to welcome you as a part of Shii G.P.M. Degree College of Science & Commerce, Managed by Smit. Shyampatidevi. Mishra Education Trast, a minority Institution, at Ancheri - East for the position of ASSISTANT PROPESSOR. We would like to avail your service with effect from 06/06/2022. The terms and conditions of your serigement are as follows:

Your assignment for a fixed period commences from 06/06/2022 and ends on 30/04/2023. Unless and until
the assignment is renewed in writing (besed on mutually accepted scope and territs), the same will automatically
end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and m would be appealised from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also tenned as Cost to Company i.e., CTC, hereinafter referred as emobaments will be Rs.23100.00 / (Twenty Three Thousand One Hundred Only) per month. Statutory deductions will be as applicable by the law.

4. Your emohaments etc. are surjectly confidential and should not be chared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prome basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot precede on leave till it is sanctioned. Leave cannot be crossed. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not remainate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount to lieu thereof without assigning any asson thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

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in conditions as mentioned in the above Letter of

Your's truly.

Fine, Shri G.P.M. Degree College of Science & Commerce.

(Principal)

(De. Mer. Vacdona Sinha)

I have read, understood and have non Assignment.

auth 00 2012

Name: Non. Tropol Nikbil Shindo Date:06/16/2022





### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbal.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune, Rejercht Shahu Maharaj Road, Andheri (E), Mumbal - 400089, <a href="#">400089</a>, <a href="#">40:2684 0822/2683 3455</a>

#### Letter of Appointment

Outward No.:

Date: 06/06/2022 Employee Registration Code: 3719

Mrs. G. Justy Mirebi Roem No-2, Second Pleor, Mantheneshwar Building Kupari Naha, Virar-Eust

#### Mrs. G. Justy Mirobi

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, managed by Smt. Shyamputidevi Mishra Education Trust, a minority institution, at Anotheri - East for the position of Asst. Professor, we would like to evail your service with effect from 06/06/2022. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 06/06/2022 and ends on 30/04/2023. Unless and until the
  assignment is renewed in writing (based on mutually accepted scape and terms), the same will automatically end on
  the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company Le., CTC, hereinafter referred as evoluments will be Rt. 25000 / (Twenty five Thousand Only) per month. Statutory deductions will be as applicable by the Jaw.
- 4. Your emoluments etc. are strictly confidential and should not be should or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The amployee cannot proceed on leave till it is sanctioned. Leave cannot be occased. The same cannot be claimed as matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionale assignment amount in fieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. (A) In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in fleu of notice under any reason thereof.
- (B) Since, the institution has Monthly Planner for all the teachers and for all the subjects they assigned to teach, it is mandatory for them to complete the assigned portions / syllabus for the date of their termination or the proportionate assignment amount in lieu of the portion completed on the date will only be paid.
- 10. Any unauthorized absence from duty for DS days or more will be considered as abandonment of your sarvices and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no daim will be entertained in this behalf.
- 13. You will be working from the Institution premises for 6 days in a week as per the schedule leid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 32. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare enhual plans in the beginning of your tenure, in accordance with the institution policy, in addition, you are expected to prepare course material and undertake research related to the confolium / needs of the students, and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as

and when the changes are effected which will be binding on your

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal In our institution under rules and regulations prescribed by ARCTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through bipmetric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be

unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as conculled and vold.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

product th

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

**Principal** 

I have read, understood and have agreed to all terms and conditions as mentioned in the above Letter of Appointment.

Mrs. G. July Mirotil



### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbai.

Junior College: Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. @:2684 0822/2683 3455

#### Letter of Appointment

Outward No.: 1023/22

Date: 09/05/2022

Employee Registration Code: 3850

Ms. Jainab Khan Trupti Society, Shiyaji, Nagar Kurar Village, Malad East, Mumbai-400097.

#### Ms. Jainab Khan

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, managed by Smil, Strompachical Mahra Education Treat, a minority institution, at Andheri - East for the position of Asst. Professor, Wo would like to avail your service with effect from 09/05/2022. The terms and conditions of your apagement are as follows:

- Your assignment for a fixed period commences from 50/05/2022 and ends on CII/10/2022. Unless and until the assignment is renewed in writing these on mutually accepted scope and terms, the same will automatically end on the above recordance date and separate notice will not be assigned in this behalf.
- 2. Your accountabilities and deliverables will be traced on the discussions we had with you and its would be specified from time to have by the Copyment Authority of the Deganization.
- During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CPC, hereinafter referred as empluments will be Rs. 20000 / (<u>Teventy Thousand Gray</u>) per reports. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- The Paul Lawe for the entire Academic year a material may plantly and only on a Promise basis, you are entitled for availing the lawe after 5 minute of year planting the may have be applied continued in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned, Leave cannot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof,
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. (A) In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.
- (B) Since, the Institution has Monthly Planner for all the teachers and for all the subjects they assigned to teach, it is mandatory for them to complete the assigned portions / syllabus for the date of their termination or the proportionate assignment amount in lieu of the portion completed on the date will only be paid.
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- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.

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talents as well as to problems or difficulties. 23. You will promiste harmony and goodless among the pupils and course no distripulation of any bind to Imposed on any pupil on the ground at religion, catter, creed, reconsility or community etc.

24. You will not indulge in consumption of incontours of any land whatsoever. You will not smake / chem tubseco / putto / pan inside the institution premises and / or n the presence of students.

25. The institution expects you to fellow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working timers. You are expected to dress neathy and in a manner consistent with the

25. You will observe and athere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-

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28. You agree not to engage yourself directly or indirectly in any service or be concerned in any marker in day work / numbers other than that of the institution and shall not associate yourself or let your work, name, Image or personality be used by any media or other organization / institution without the expressed consent

29. You will maintain all information, documents and / or materials gathered by you during the ownse of your angagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization, You will not, at any time, disclose or divide or make public, expect or legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the tarm

30. You may be issued some materials such as business stationery, documents, one which will remain the of your assignment. property of the organization. You agree to return them in good shape and condition to the organization

31. This latter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proporats, amountants, representations and understandings.

32. This letter is being issued to you set the book of information provided by you in the application and also at the time of interview. Original copies of the certificator, testimonials and previous employment records should be submitted along with the photocopies for verification, it any decisration given by you provestable false or if you are found to have waithing supplement any material information, this amignment will be liable to be terminated without any notice

33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of Interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival institution and departure in the institution. Salary shall be calculated as per the biometric attendance. 03 late remarks will be treated as one day's absence from the duty. Every employee of the institution shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise institution will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-aftested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Dr. (Mrs.) Vandama Sinha

(Principal)

I have read, understood and have agreed to all the terms and common as mentioned in the above Letter of Assignment.

Ms. Juinab Klurn Date: \$9/85/2022



# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Junior Codege : Affiliated to Maharastera State Board of Secondary & Higher Secondary Education Pune. Rajarshi Ehohu Mohoraj Rood, Andhed (E.), Mombal - 400069. © 2684-0822/2583-3455

Leffer of Appointment

Ontward Na.:

Done: 20/05/2022 Employer: Huginistian Code: 407

Me. Rahul Chaurmilea 67/4, santa giyunesirwar nagar Blank Nagar Boad Bandro-Bust, Manthai-40005t.

hte: Itahol Chaurasion

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, managed by Suit. Shyamputidevi Mushus Education Trust, a minority institution, at Andheri - East for the position of Asst. Professor. We would bis to avail your service with effect from 20/05/2022. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 20/05/2022 and ends on 30/01/2023. Unless and until the assumment is removed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and suparate notice will not be issued in this behalf,

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

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We look forward to working with you in an institution that is challenging, stimulating and striving towards. excellence in the field of education.

COLLEG

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Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Dr. (Mrs.) Vandana Sinha (Principal)

I have read, understood and have agreed to all the forms and conditions as mentioned in the above Letter of

Mr. Rahul Chancasiya Date: 20/05/2022





### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Numbel.

Junior College : Affiliated to Maharashtra State Spare of Secondary & Higher Secondary Education Pure. Rejurchi Shuhu Maharaj Road, Andheri (E), Mumbei - 400069. 40:2684-0822/2683-3455

Letter of Appointment

Outward No.: 1067 22-

Date: 06/06/2022

Employee Registration Code 3752

Mr. Hammad Ojjsma Plat No-302, Akhar Mahal, Pooja Nagar, Mira Road Thung-401107.

#### Mr. Hammad Ujjeme

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, managed by Smt. Shyunaputidevi Mishra Education Trust, a minority institution, at Andhert - East for the position of Asst. Professor. We would like to avail your service with effect from 06/06/2022. The terms and conditions of your essignment are as follows:

- Your assignment for a fixed period commences from 06/96/2022 and ends on 30/04/2023. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically and on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-indictive cost to organization, also termed as Cost to Company i.e., CFC, hereinafter referred as empluments will be Rs. 25,000 / (Twenty-Five Thousand Cody) per month. Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commonment, of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for mailing the leave after 8 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. (A) in case where your request for termination of assignment is accepted during the academic year, it is mendatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any meason thereof.
- (B) Since, the institution has Monthly Planner for all the teachers and for all the subjects they assigned to teach, it is mandatory for them to complete the assigned portions / syllabus for the date will only be paid.
- 10. Any unauthorized absence from duty for 03 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the institution.

- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.
- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
- 16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their femilies by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoles / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will infimate the same in writing to the office within three days from the date of such change and gat such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work/ business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in etrict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment,
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the cortificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include terrelization. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonerty, dischadience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mondoned in clause 7.

35. Your services are transferable to any other locatoution run by the same Management anywhere in India. You can also be sent on deputation to ether institutions by the management & you are bound to accept it. 36. You agree that the amoluments / cost to organization are incurred for specific performance, which is mendatory. You agree to perform such other duties and conform to such other instructions relating to your

sstignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as

and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our institution under rules and regulations prescribed by ALCIE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival institution and departure in the institution. Salary shall be calculated as per the biometric attendance. 03 late remarks will be treated as one day's absence from the duty. Every employee of the institution shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of menagement, otherwise institution will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

43. Your performance shall be reviewed on samester basis. If your performance is found to be unsadsfactory, then your services may be terminated in mid-session also.

if the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply eccepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce

(Principal)

I have read, understood and have agreed to all an army conditions as mentioned in the above Letter of Assignment.

Andheri (E) Attentual-19

Mr. Hammed Ujjuma Date: 06/06/2022



## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Dagree College : Affiliated to University of Mumbel. Juntor College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pure. Rejeash! Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ©:2684 0822/2683 3455

#### Letter of Appointment

Ourvoid No.

Date: 18/06/2027

Employee Registration Code: 3666

Name: Mr. Ajny Kontur Rum Singh Address: Roum No-6, Petu Bauc, New, Chandshawali daugha

Name: Mr. Ajay Kamar Ram Singh

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, Managed by Sout. Shyampatidevi Mishes Education Trust, a misority institution, at Andberi - East for the position of ASSISTANT PROFESSOR. We wrant like to avail your service with offect from 18/06/2022. The terms and conditions of your analysment are as follows:

Your assignment for a fixed period commones from 1866-2022 and erels on 1004-2023. Unless and until
the assignment is renewed in writing (based on intifically innerpred acope and terrim), the name will intromite ally
end on the above mentioned data and separate natice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be appeared from time to time by the Computent Authority of the Organization.

5. During the period of the assignment, sono all-instructor cost to organization, dan termed to Contrary

i.e., CTC, berejuatter referred to emularizers will be Rt.25000.00 / (Twenty Fire Toomand Only) per month. Statutory deductions will be an applicable by the law.

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 You understood and accept that during the middle of madernic year, you will not terminate the assignment and leave the institution withings without consent of the management during and authority.

7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment emotors in their thereof without essignme may reason thereof.

2. Letter of resignation should be submitted in the form of hardcupy. Resignation without a required notice period is not succeptable.

9. (A) In case where your request for termination of assignment is accepted during the condenic year, it is mandatury that you should give a notice period of at least thirty working days or proportionate assignment amount in tien of notice under any reason thereof.

(B) Since, the finstitution has Monthly Planiner for all the teachers and for all the subjects they assigned to teach, it is mandatory for them to complete the assigned portions / syllabus for the date of their termination or the proportionale assignment amount in lieu of the portion completed on the date will only be paid.

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13. You will prepare unoual plans in the beginning of your tenure, in accordance with the treditation policy. In addition, you are empected to prepare course material and undertake research, related to discoursionalism.

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- 21. You will incultant positive autibutes faciliting that of cleanliness, desiness and respect for orderly behavior in the students.
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- 23. You will promote humony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of roligiou, caste, creed, nationality or someomity etc.
- 24. You will not include in constantion of intoxicant of any kind whatsoever. You will not another a chew tobacco / gaths / peo inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work constitutibly and at the same time project a professional image to our students, prents, colleagues and community we are a part of. Hence, it is essential that you take pride in your apparentness and rapintain proper dress code and general appearance during the working hours. You are expected to dress nearly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or semienters of the organization as may be applicable. You will discharge such duties as may be assigned to you including son-teaching duties.
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- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not essectiate yourself or lat your work, name, awage or personality be used by any media or other organization / Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of auch information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's efficient or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
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- 35. Nothing in this letter shall be decined to create any relationship or partnership, or joint venture between you and the organization.
- 34. You will be required to follow the conduct and disciplino rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final to this malter, you are insolvent or found guilty of dishonanty, disabedience, disorderly behavior, negligence, insubordination, indiccipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one of more terms of this letter, this assignment truly be terminated without notice and for reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in

India. You can also be sent on deputation to other lostitutions by the chanagement & you are bound to accept it.

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- 37. In case of all dispute I confusion I clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Murobai Court's only.
- 18. The above terms and conditions of essignment are subject to change it you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtre State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
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- 4t. Your performance shall be reviewed on semester back. If your performance is found to be impalisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the cancelled and void.

assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no cepty accepting the assignment terms is submitted, this letter that be deemed as We look forward to working with you in an institution that is challenging, attenulating and striving towards excellence in the field of education.

Your's truly,

For Shri G.P.M. Dogree College of Science & Commerce.

(De Mar avelua Suna) (Principal)

I have read, understood and have agreed to all the terms and conditions in mentioned in the above Laster of Assignment.

Name; Mr Ajay Kumar Ram Singh

Oale:18/06-2022





### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbai.

Junior College : Affiliated to Maharashitra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shehu Maharaj Road, Andheri (E), Mumbal - 400069. 12:2684-0822/2683-3455

#### Letter of Appointment

Outward No:

Date: 20/06/2022

Employee Registration Code: : 3523

Name: Sushma Yaday

Address: D.n Nagar , Andheri (w)

#### Names Sushma Vaday

It is our pleasure to welcome you so a part of Shri G.P.M. Degree College of Science & Commerce, Managed by Smt. Shyampatidevi Mishra Education Trust, a commercy healthation, at Angheri - East for the position of ASSISTANT PROFESSOR. We would like to avail your service with effect from 20/06/2023. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 20/06/2022 and ends on 30/04/2023. Unless and until
  the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically
  end on the above mentioned date and separate notice will not be issued in this behalf.
- 2 Your accountabilities and deliverables will be bared on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the pariod of the assignment, your ath-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs.20000.00 / (Twenty Thousand Only) per month. Statutory deductions will be at applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prosse basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and capctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave ennot be encased. The same connot be claimed as matter of right.
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us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause ?...

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- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal-Count's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are offected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Manage University / Maharashira State Board of Secondary & Higher Secondary or any other applicable statutory / desmad. authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by purching every day at the time of antival institution and departure in the institution. Salary shall be calculated as per the biometric attendance. 03 late remarks will be treated as one day's absence from the duty. Every employee of the institution shall check his emendance daily begin and in case of any discrepancy due to his layses or otherwise, immediately bring it to the knowledge of management, otherwise fastitution will not be responsible for the same. Any attendance diagone will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on somester basis. If your performance is found to be ungetisfactory, then your services may be terminated in mid-setsion also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the cancelled and void.

assignment terms, by signing and returning one copy, for our records. Please also include a self-ettested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as: We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

outlitions as mentioned in the above Letter of

Your's truly,

Avegament).

For, Shri G.P.M. Dagwer College of Science &

(Principel)

(Dr. Othe, Vallatic Status)

I have read, understood and have sureed

Date: 20/06/2022





### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbai.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Ancheri (E), Murnbal - 400069. 4):2684-0822/2683-3465.

#### Letter of Appointment

Outward No:

Date: 08/07/2022

Employee Registration Code: : 4029

Name: Mrs. Udkardan Vilhang Mhatra

Address: Padmarej Benglow, Vesalo, Khuntodi, Vesal

(भक्हां)

Name: Mrs. Uffcarsha Villong Mhatre

It is our pleasure to welcome you as a part of Shri G.R.M. Degree College of Science & Commerce, Managed by Smt. Shyampetidevi Mishra Education Trust, a minority institution, at Anotheri - East for the position of ASSISTANT PROFESSOR. We would like to avail your service with effect from 08/07/2022. The terms and conditions of your assignment are as follows:

- 1. Your assignment for a fixed period commences from 05/07/2022 and ends on 30/04/2023. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and acceptate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be besed on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed at Cost to Company i.e., CTC, beroinafter referred as ensultaneuts will be Rs.25000.00 / (Turanty Pive Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emploments are, are strictly confidential and should not be shared or informed to offices.
- 5. The Paid leave for the entire Academic year is manimum of 8 days. In case if you jow after commencement of the academic year, you would be emitted for leave purely and only on a Promte basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave that to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be excessed. The same cannot be claimed as matter of right.
- You understand and accept that during the middle of academic year, you will not ferminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the Institution sub-mote by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. (A) In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you about give a notice period of at least thirty working days or proportionals assignment amount in lieu of notice under any reason thereof.
- (B) Since, the Institution has Monthly Planner for all the reachers and for all the subjects they assigned to teach, it is mandatory for them to complete the assigned portions I syllabus for the data of their termination or the proportionate assignment amount in lieu of the portion completed on the date will only be pried.
- 10. Any unparthorized obsence from duty for 03 days or more will be considered as standoment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandomment and no claim will be entertained in this behalf.
- (). You will be working from the function premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed bours including Saturdays of each greath and if required on weekly off during Holidays.
- 12. This sesignment and your continuation are subject to your having been found medically (physically and mentally) fit by to suthorized and recognized Medical Practitioner.
- 13. You will prepare amount plans in the beginning of your tentre, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curricultum / needs of the students and the institution.
- 14. You will be responsible in the general organization of all activities including holding periodical experiments, necessariest, Non-Teaching Assignments etc.

- 15. You will, in ecoperation with other institution authorities, share the responsibility of setting up and majoratoring a learning environment suitable to the task and students.
- 16. You will help organize and partable in the various co-curticular activities, programs and events organized by the institution
- 17. You will partake in appraisals and review of your work and instruction methods amanged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide cost / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private thitions / Coaching Class / any other assignments etc.
- 21. You will inculcate positive attributes including that of elegablets, neglects and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, purents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will premote harmony and goodwill among the pupils und ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, secon, nationality or community etc.
- 24. You will not indelige in consumption of intoxicant of any hind whatsoever. You will not smoke / chew-tohacco / guika / gan haide the institution promises and / or a the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Honce, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and achere to all rules & regulations, office orders and / or actifements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change's recorded; not providing the Updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or partonality be used by any media or other organization. / Institution without the expressed concent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the courte of your angagement in surier confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on tegal obligation, may information regarding the organization's affinite or work carried out whether the same made known / available to you or become known / available to you during the term of your sasignment.
- 30. You may be issued some materials such as business stationary, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This latter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestobe false or if you are found to have willfully suppressed any material information, that assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or parmership, or joint venture between you and the organization.
- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the rusingement from time to time and any breach of the conditions shall estail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by

us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without autico and / or reason without only assignment amount as mentioned in clause 7.

- 35. Your services are transferable to any other institution run by the sures Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
- 36. You agree that the empluments / cost to organization are incurred for specific performance, which is reaching. You agree to perform such other distinct and conform to such other instructions relating to your assignment as may be required or be insued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and blodding. All legal disputes would be anietly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be angaged as Principal in our handration under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Mahamathra State Board of Secondary & Higher Secondary or any other applicable statutory / decined authorities.
- 40. We have biometric system of attendance and every teacher bes to compulsority, mark his attendance through biometric device by practiting every day at the sime of arrival institution and departure in the institution. Salary shall be calculated as per the biometric attendance. 03 late remarks will be treated as one day's attendance from the duty. Every employee of the institution shall check his attendance daily basis and in ease of any disorepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise institution will not be responsible for the same. Any attendance dispute will not be enteredanced after the end of the said day.
- 41. Your performance shall be reviewed on somester basis. If your performance is found to be unsatisfactory, than your services may be terminated in mid-sussion also.

If the above terms and conditions are acceptable to you, please coronautricate the acceptance of the cancelled and void.

assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter If we reply accepting the assignment terms is submitted, this letter shall be deemed as We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly.

For, Shri G.F.M. Degree College of Science & Commerce.

(Dr. Mrs. Villation Sinha)

(Priovipal)

I have read, imiliration, and have Assignment.

and conditions as mentioned in the above Lener of

Name: Mgs. Unkardin Villang Mhaire Date:08/07/2022



### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of thumbel.

Junior College : Affiliated to Maharashina State Board of Secondary & Higher Secondary Education Pune. Rejarshi Shaho Maharaj Road, Andheri (E), Mumbai - 400069, Ø:2684 0822/2683 3455

#### Letter of Appointment

Distward No:

Date: 28/11/2022

Employee Registration Code; : 4002

Name: Miss. Jaythree Putade

Address: 22M8, B.d.d Cluret, Worth Mumbel

4000LB

#### Nume: Miss. Joychree Patade

It is our pleasure to welcome you as a part of Shrii G.P.M. Degree College of Science & Commerce, Managed by Smit Stryamperidevi Mishes Education Trust, a minority Institution, at Andheri - Past for the position of ASSISTANT PROFESSIVE We would like to availyour service with effect from 28/11/2022. The terms and conditions of your assignment or use follows:

Your assignment for a rived provid community from 28/11/2022 and ond on 21/04/2023. Onless and until
the assignment is renewed in writing (buffed on mutually accepted appeared to the same will automatically
end on the above mentioned date and separate motion will per be traped in this behalf.

 Very recountabilities and difficultibles will be least on the discursions we had with year and as would be appealed from time to tithe by the Compensa Anthogray of the Driganization.

3. During the period of the management, your off-inclusive cost to organization, also remed at Cost to Company i.e., CFC, hereinster reserved as employments with the Re-20000.00 / (Powerly Five Thomson Cody) per month. Statutory deductions with Forum and tentor by the late.

4. Your constancents one are strong confidential and about nother storing proofermed to others.

5 The Paid leave for the entire Academic variation transmit of the armogeneous contraction was a property of the academic year, you would be surpled for form maily and only on a Prorate basis. You are emailed for availing the deave after 3 months of your attribute the armogeneous Leave has to be applied sufficiently in advance and ancessand by an Principal, the ampleyed Lamost proceed on leave till it is sanctioned. Leave amonth be entired. The same among the almost proceed on the contraction is a sanctioned.

 You understand and accept that throughour middle of academic year, you will not continue the assignment and loove the institution without wrigers content of the comparent occupation authority.

7. This assignment may be terminated by the hunterline and hunte by giving a notice period of at test thinky working days or proportionate satisfament amount of lieu decreaf without assigning any ection thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. (A) In case where your request for termination of assignment to accepted during the academic year, it is manufactry that you should give a native point of at least thirty working days or proportional assignment amount in time of notice under day remains thereof.

(B) Since, the Institution has Monthly Plantier for all the teachers and for all the subjects they assigned to teach, it is standatory for them to complete the assigned portions f syllabus for the date of their termination or the proportionate assignment amount in liet of the portion completed on the date will only be paid.

10. Any unauthorized absence from duty for (i) days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be reminated on account of abandonment and no obtain will be extentioned in this behalf.

II. You will be working from the Institution premium for 6 days in a week as per the educate taid by your finneign or the Person authorized / designated by the Principal / Management, You will attend the Institution punctually and be present in the fountation during the prescribed hours including Saturdays of each month and if required on worthly off / during Holatays.

12. This estimate and your communion are subject to your having been found medically (physically and recentury) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the factitation policy. Ju addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.

(4. You will be responsible in the general organization of all sotivities including helding periodical enamination, superment, Non-Teaching Assignments of ...

15. You will, in cooperation with other institution authorities, there the responsibility of acting up and

mointaining a learning environment suitable to the task and students.

16. You will help organize and particle in the various co-curricular activities, programs and avents organized by the institution.

17. You will pursake in appreciate and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

- 18. You will prepare and provide oral / written assessments relating to the fearning and development of
- 19. You will carry out student assessment work and moord their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private millons J Ceaching Class / any other necknowns sto.

2). You will incollecte postules attributes including that of elegatiness, neclears and respect for orderly behavior to the students.

- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and antaloment, drawing students to special skills and calents as well as to problems or difficulties
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any papil on the ground of religion, caste, creed, nationality or community ats.
- 14. You will not include in consumption of intexicant of my bind whotever. You will not smoke / chew tobecon / garks / gan inside the institution premises and / or a the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of flories, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress nearly and in a memor consistent with the duties being discharged.
- 26. You will observe and others to all rules & eigelations, office orders and / or suttlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your qualifications, residential address, landline number, mobile attacks, will infimete the same in writing to the office within three days from the date of such change and get such changes recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work. I business other does that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization. I institution without the expressed concert of this management in writing.
- 29. You will maintain all information, documents and I or materials gathered by you during the course of your engagement in artist confidence. You will not copy or make notes of such information I documents expect in conjunction with your work for the organization. You will not, of any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work outsided out whether the same made known I available to you or become known I available to you during the term of your assignment.
- 30. You may be treated some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to remain them in good shape and condition to the organization upon the seguration.
- 34. This loner expresses the understanding between you and the organization with respect to the subject maner and supersedes all purior proposals, agreements, representations and understandings.
- 32. This latter is being issued to you on the basis of information provided by you in the application and also at the since of interview. Original copies of the certificates, testimonials and previous employment records should be automitted along with the photocopies for verification. If any declaration given by you provestebe talse or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this fotter shall be deemed to create any relationship or pertocathin, or joint venture between you and the organization.

It. You will be required to follow the conduct and discipline rules and regulations at prescribed by the turning minute from them to time and any breach of the conditions shall enterly solion, which may include termination. If at any time, in the opinion of the organization's management, which is first in this matter, you are insolvent or found guilty of dignomenty, disabedience, discontantly behavior, negligence. insubordination, indiscipline, absence from duty without permission or any other conduct consideral by us delyineated to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or conton without any assignment amount as manifored in clause 7.

35. Your services are transferable to any other lastitudest run by the same Management apyothers in findia. You can star be seek on deputation to other familiations by the management & you are board to

36. You agree that the emoluments I cost to organization are incurred for specific purformance, which is mandalory. You agree to perform such other duties and conform to such other kintmetions relating to your assignment to may be required or be lacted to you from time to time by the competent / designment

37. In case of all disputs / confusion / clarification evieted to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under judicion of Murabai

38. The above terms and conditions of assignment are subject to change & you will be communicated as

and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by ALCTE / DTE / NCTE / Mumbai University / Maharashtta State Board of Secondary & Higher Secondary or any other applicable statetory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsority, mark his attendance through biometric device by punching every day at the time of arrival lastitution and departure in the institution. Seleny shall be calculated as per the biometric attendance, 03 late remarks will be treated as one day's absence from the duty. Every employee of the institution shall check his attendance daily basis and in cost of any disoregancy due to his lapace or otherwise, immediately bring it to the knowledge of management, otherwise institution will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester bade. If your performance is found to be

unratiafactory, then your curvicus may be terminated in mid-cassion also.

If the above torus and conditions are acceptable to you, please communicate the acceptance of the

cancelled and void.

assignment turns, by signing and returning one copy, for our proopts. Please also located a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no copily accepting the assignment terms is submitted, this letter shall be decided as We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the Ethl of education.

For Shri G.P.M. Degree Callage of Science & Commerce

(D) New Yardam Seria)

I have read, understood and have agreed to all the territor

Applement

adaption Pres

Date: 28ff 1/2022

mantioned in the above Letter of



### Smt. Shyampaddevi Mishra Educational Trust's SHRI G.P.M. DEGRÉE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbel.

Junior College : Affiliated to Maharashtra State Coard of Secondary & Higher Secondary Education Pure.
Rejurshi Shahu Maharej Road, Andheri (E), Mumbai - 400069. ©:2684 0822/2683 3455

Timing: 11:00 to 17:30

#### Letter of Acceptance

Employee Registration Code: 4085 Bio-metric Muchine Code: and242

Date: 06/12/2022 Andhor Card No. 4917 2429 8941

Gross Salary (CTC): Rs. 25000.00 (Rs Twenty Five Thousand

1.Employee	Detalla:
------------	----------

Name: Margoob Hakina Skalich

Address: S/o Hakim Shaikh Room No. 0)

Nacem Apartment Samerth Remides Magar Vessi East Maherzehürs 401208

Connect No's: (Self):9867735595 /

(Relative -9867735595)

2. Service Details:

Date of Johning: 06/12/2022

Appointment Period: 06/12/2022 to 30/04/2023

Only) per month

3. Provident Pand Deckaration Details: L.Provident Fund deduction is mendate

Alternation	Dodactions(b)
Basic Ra. I Sobolgo MRA Ra 9250 ep Company P.P. B. (0,00) Company Contaity Ra. 750.00;	Company share in PF Re0.00 Employee share in PF Re0.00 Preferational Tux (PT) Re. 200.00
have read, understood and have assent	have are true to the best of my knowledge and belief.
The amount of the little fill to the fill	to all the terms and combitions mentioned in the letter of
Affacturents:  Letter of Acceptance (Original / Self Cert Appointment Letter (Original / Self Certi	Fied Copy)
Affachments:  Letter of Acceptance (Original / Self Cert Appointment Letter (Original / Self Certi	Fied Copy)
appointment attached with this letter Attachments  Letter of Acceptance (Original / Self Cert Appointment Letter (Original / Self Cert) Provident Fund Declaration form (Original Experience Certificate (If Any) (Original	Page No.  Fied Copy)  If ( Self Confided Come)

6. Andher Card (Original / Self Certified Copy)	
7. Pan Card (If available) (Original / Self Certified Copy)	
B. Secondary School Passing Certificate (Original / Self Certified Comp.	
<ol> <li>Higher Secondary School Passing Certificate (Original I Self Certified Com-</li> </ol>	
to consultation Centificate (Criginal / Self Certified Crier)	,
11. Post-Orodustion Certificate (Original / Self-Cartified Cons)	
2. Specialization (If Any) (Original / Self Certified Copy)	
13.	

(Employee Signature with Date)

(HR bland Signature with Date)

(Principal Signature)



### Smt. Shyampatidevi Mishra Educational Trust's SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Dagree College : Affiliated to University of Mumbal.

Justion College : Affiliated to Mahamathira State Board of Secondary & Higher Secondary Education Pane. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069, ©:2684 0622/2683 3455

#### Letter of Appointment

Outward No:

Date: 05/12/2022

Employee Registration Codet: 4085

Name: Margoob Wakim Shalkh Address: S/e Hakim Shalth Room No. Of Notice a Appartment Semanth. Ramdus Nagar Vasai East Maharpahim 401208

Manue: Margoob Hokim Shoulds

It is our plantage to welcome you as a part of Shel G.P.M. Degree College of Science & Commerce, Managed by Sant Enganopatidesi Minhm Education Trust, a minority Institution, at Andheri - East for the position of ASSISTANT PROFESSOR, We would like to avoid your nervice with effect from 05/12/2822. The terms and emilianess of your natignment are at follows.

1. Your and comment for a fixed period commences from 96/12/2022 and ends on 36/04/2023. Unless and entit the amognorous in reneward in writing chancel our annualty accepted scope and terroir), the cases will putone limitly and on the above mentioned date and asparate solice will not be issued to this behalf.

2. Your necountabilities and deliverables will be lared on the discussions we had with you and as would be apacifical from time to time by the Compount Authority of the Organization.

3. During the period of the assignment, your allements you cost to organizations, also territed as Cost to Company i.e., CTC, becometer referred as emplements will be Rs 25000.00 (Twenty Five Thousand Only) per month Statutory declarations will be as applying it by the law.

t. Your amoluments of care strictly confidential and should not be shared or informed to others.

1. The Paid leave for the entire Academic year is maximum of 8 days. In cast if you join after commencement of the accelerate year, you would be sufficed for heavy purely and early on a Propose basis. You are entitled for availing the leave after It months of your joining the organization. Leave has to be applied sufficiently in advance and sauctioned by the Principal. The employer cannot proceed on leave till a is sanctioned. Leave cannot be encased. The more cannot be chained as manter of right,

6. View neithershand and necessar that change the months of productic year, you will not terminate the assignment mo leave the institution without written consent of the computent / emigrouted authority.

This assignment may be intrinsaced by the instantion ans-imple by giving a action period of at least thirty working days or projectionine assignment amount in their thorses without insigning only reston

8. Letter of resignation about the submitted to the form of hordcopy. Resignation without a sequired notice period is not complable.

9. (A) he case where your require for humination of scalgameer is necepted during the academic your, it is manufactory that you should give a notice period of at least thirty working days or proportionale antigunest amount in her of notice under any remon thereof,

(it) Since, the impurious has Morntaly Plasmer for all the scatters and for all the subjects they assigned to beach, it is mondatory for there to complete the ossigned portions a syllabor for the date of their termination or the proportionate assignment amount in non-of the parties completed on the date will

10. Any meanthwisest absence from duty for 93 days or more will be considered as abundanment of your services and no facher natice will be required to be green by you in this behalf. Your nervices will be complement on account of absorbonness and on claim will be calculated in this relain.

(I. You will be weeking from the Institution promine for 6 days in a week as per the schedule had by your Principal or the Porson authorized / designated by the Principal / Management. You will attend the Institution penetically and be present in the fundation through the prescribed books including Saturdays of nach much and if required on wealth off? during Helichyn.

12. This assignment had your contamplies are subject to your baving been found medically (physically and mentally) for by an authorized and recognized bleefest Practitioner,

13. You will prepare around plant in the beginning of your tenure, in accordance with the Instantion policy in addition, you are expected to prepare course numerial and undertake research related to the correction / weeks of the students and me trutted as

14. You will be responsible in the general organization of all activities including holding periodical executionion, appearances. Non-Teaching Assignments ex-

15. You will in cooperation with other immunity authorities, share the responsibility of setting up and remortaining a learning revineament sailable to the look and studens

- 16. You will help organize and partake in the various co-curricular activities, programs and award organized by the institution.
  17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make thanges as appropriate.
  18. You will prepare and provide oral / written assessments relating to the learning and development of students.
  - 19. You will easily out student attessment work and record their progress and attainment of guides in an appropriate manner and in a timely fashion based on the norms field by the institution.
  - 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private taitions / Conching Class / say other assignments etc.
  - 21. You will incultate positive attributes including that of cleanliners, neatness and respect for orderly behavior in the students.
  - 22. You will build and maintain cooperative relationships with students, parents und/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
  - 23. You will promote harmony and goodwill among the pupils and sesure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
  - 24. You will not indulge in consumption of intoxicant of any kind whatpoever. You will not anoke I characterize tobacco / guiles / pass inclide the impitution premises and / or a the presence of students.
  - 25. The institution expects you to follow a diseas code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are superied to dress neatly and in a tamper consistent with the duties being discharged.
  - 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
  - 57. In case there is any charge in your qualifications, residential address, landling number, mobile number, you will intenset the same in writing to the office within three days force the state of such change mall get such change's occorded; not providing the updated information would amount to an act of infinitiplies.
  - 29. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner is my work / business other than that of the institution and shall not associate yourself or fel your work, name, having or personality be used by any modia or other organization / Institution without the expressed consent of this management in writing.
  - 29. You will maintain all information, documents and I or materials gathered by you during the course of your engagement in swite confidence. You will not copy or make notes of such information I documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on found obligation, any information regarding the organization's affairs or work carried our window the same made known I available to you or become known I available to you during the term of your assignment.
  - 30. You may be issued some materials such as business stationery, documents, ste. which will remain the property of the expanization. You agree to ceture them in good shape and condition to the organization upon the separation.
  - 31. This letter expresses the understanding between you and the organization with respect to the unject matter and supersedes all prior proposals, agreements, representations and understandings.
  - 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the contification, instinonials and provides maphyment recents about the about the photocopies for verification, it may declaration given by you provestable fairs or if you are found to have willfully suppressed any material information, this marginizes will be fields to be arounded without any natice.
  - 33. Nothing in this fatter shall be decimed to create any relationship or paraetakip, or joint venture between you and the organization
  - 34. You will be required to follow the conduct and decipline rules and regulations at prescribed by the namegement from time to time and any breach of the conditions shall initial across, which may makely termination. If at any time, in the opinion of the organization's management, which is final in this matter, was see insolvent or found guilty of dishounty, disobetience, disorderly behavior, negligence, insubordantion, indiscriptine, absence from duty without pursuance or one other conduct considered by taxminuted to our interest or violation of one is more terms of the letter, this unagement may be taxminuted without nature and for reason without my assignment amount in manifound in clause 2.
  - 35. Their services are crausforable to any other Instruction can by the name Management anywhere in

India. You can also be sent on deputation to other fustitutions by the management & you are bound to accept it.

- 36. You sured that the emphasizate / cost to organization are incorred for specific performance, which is appredictory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated
- 37. In case of all dispute / conflision / clarification related to the terms of this latter, the decision of the organization shall be final and binding. All legal disputes would be striotly under jurisdiction of Mumbal. Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our factitution under rules and regulations prescribed by AICTE / DTB / NCTE / Mambai University / Maharasistra State Board of Secondary & Higher Secondary or any other applicable statutory / decreed. authorities.
- 40. We have biometric system of attendance and every teacher has to computating, mark his attendance through biometric device by punching every day at the time of arrival institution and departure in the institution. Solary shall be calculated as per the binmetric utlandance. 03 late semacks will be treated as one day's absence from the duty. Every employee of the institution shall sheek his attendance daily basis and in case of any discrepancy due to bis lapses or otherwise, immediately bring it to the knowledge of management, otherwise institution will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 4). Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the cancelled and void.

assistantial terms, by signing and returning one copy, for our records. Please also include a self-attented photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is pobsoitted, this letter shall be desired as We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For Shiri G.P.M. Degree College of Science & Commutee

(Dr. Mar. Painting Sinta)

(Principal)

I have east, understood and have agreed to all the terms .

mentioned in the above Letter of

Kerryrob Home I bar good Makim Sheikh

Date: 06/12/2022

Assignment.







### SHR! G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College: Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. Ø:2684-0822/2683-3455

#### Letter of Appointment

Outward No:

Date: 09/12/2022

Employee Registration Code: : 4088

Name: Miss. Vijaylaxmi Gupta

Address: C/o: Shivshankar Gupta, Room.

No 718/11 Tiwari Chawl

Subhash Nagar , Milind Nagar Vakola Pipe Line , Vakola Pipe Line , Santacruz East , Mumbai , Mumbai Suburban , Maharasi

#### Name: Miss. Vijaylaxnii Gupta

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, Managed by Smt. Shyampatidevi Mishra Education Trust, a minority Institution, at Andheri - East for the position of ASSISTANT PROFESSOR. We would like to avail your service with effect from 12/12/2022, The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 12/12/2021 and ends on a 0.001/2013. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the name will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all inclusive cost to organization, also termed as Cost to Company i.e., CTC hereinafter referred as a not uncontained if be Rs.20000.00 (Twenty Thomashi Cnly) per month Statutory deductions will be as applicable by the law.

4. Your emaluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of accept up year, you will not terminate the assignment and leave the institution without written consent of the complete / designment archives.

7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. (A) In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignmentamount in field of notice under any reason thereof.

(B) Since the Institution has Monthly Planner for all the teachers and for all the subjects they assigned to teach, it is mandatory for them to complete the assigned portions / syllabus for the date of their lemination or the proportionate assignment amount in lieu of the portion completed on the date will only be paid.

10. Any unauthorized absence from duty for 03 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated a account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This amount and your continuation are subject to your having been found medically (physically and mentally) fully an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenore, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum/needs of the students and the Institution.

14. You will be responsible in the general organization of all activities including holding periodical examination assessment, Non-Teaching Assignments etc.

15. You was in cooperation with other institution authorities, share the responsibility of setting up and maintainings learning environment suitable to the task and students.

- (6) You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
- 17. You will partike in appraisals and review of your work and instruction methods ensuged by the administration and respond positively to such evaluations and make changes as appropriate.
- 18. You will prepare and provide oral / written assessments relating to the learning and development of students.
- 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the instinction.
- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private futions / Conclude Class / may other assignments etc.
- You will inculcate positive attributes including that of cleanliness, neatness and respect for orderty behavior to the students.
- 22. You will build and maintain cooperative relationships with students, percent and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony end goodwill among the pupils and sesure no discrimination of any kind is imposed on any pupil on the ground of teligion, easte, ereed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smake / chept tobaccof gutte / pan inside the institution premises and / or n the presence of students.
- 25. The fustinution expects you to follow a dross code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Heats, it is essential that you take pride in your appearance and maintain proper dress code and general appearance, during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and I or vettlements of the organization as may be applicable. You will discharge such duries at may be assigned to you including non-teaching-futies.
- 27. In case there is any change in your qualification's, residential address, landline number, mobile number, you will intrinute the same in whiting to the office within three days from the date of such change and get such change's recorded; not providing the updated information would amount to an act of indispipine.
- 28. Youngree not to engage yourself directly or hadirectly in any service or be concerned in any manner in any well / business other than that of the instructor and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressal consent of this management in writing.
- 29. You will mention all information, documents and / or materials gathered by you during the course of your suppresent in attrict confidence. You will not copy or make notes of each information / documents expect in conjunction with your work for the organization. You will not, at any time, displace or divelge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried att whether the same made known / available to you or become known / available to you during the terms your easignment.
- 30. Youway be issued some noterials such as business stationery, documents, etc. which will remain the property of the organization. You agree to setum them in good shape and condition to the organization upon theoperation.
- 31 This letter expected the understanding between you and the organization with respect to the subject matter and supersedes all price proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the contificates, testamonials and previous employment records doubt be submitted along with the photocopies for verification. If any declaration given by you proves the false or if you are found to have will fully suppressed any material information, this assignment will be like to be terminated without any hotics.
- 33. Noting in this letter shall be deemed to create any retationship or partnership, or joint venture betweenou and the organization.
- 34. Youwill be required to follow the conduct and discipline triles and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is food in this matter, you are insolvent or found guilty of dishenesty, disobedience, disorderly behavior, negligence, insubstition, indiscipline, absence from duty without permission or any other conduct considered by us derivenful to our interest or violation of one or more terms of this letter, this assignment may be terminal without notice and / or reason without any assignment amount as mentioned in chapte 7.
- 35. You services are transferable to any other fresitution run by the same Management anywhere in

India. You can also be sent on deputation to other Institutions by the management & you are bound to accept it.

- 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival institution and departure in the institution. Salary shall be calculated as per the biometric attendance. 03 late remarks will be treated as one day's absence from the duty. Every employee of the institution shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise institution will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the cancellel and void.

assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

as mentioned in the above Letter of

Your's tody,

For, Smith P.M. Diagram College of Science & County

(Dr. Mo. Vindino Sintis)

(Pricipal)

I have red, understood and have agreed to all the Assignment

Name: Mis. Vijoylaxmi Gupta

Date:09/IJ/2022



### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbel.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rejershi Shahu Maharaj Road, Andheri (E), Mumbai - 400069, 17:2684-0822/2683-3455

#### Letter of Appointment

**Qutyrand No.:** 

Date: 19/12/2022

Employee Registrating Code: 4090-

Mr. Mehit Kumar Yashwantalal Trivedi Flat No. 103, First Floor A-Wing, Laumi Niwas Co-Op Society, Vinayak Nagar Shavandar West.

#### Mr. Mohit Kumar Yashwantalal Trivedi

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, managed by Smt. Shyampatidevi Mishra Education Trust, a minority institution, at Andhert - East for the position of Asat. Professor. We would like to avail your service with effect from 19/12/2022. The terms and conditions of your assignment are as follows:

- 1. Your assignment for a fixed period commences from 19/12/2022 and ends on 30/04/2023. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as enroluments will be its. 20,000 / (Twenty Thomasid Only) permonth, Statutory deductions will be as applicable by the law.
- 4. Your empluments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of a days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.
- You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- 7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in fleu thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. (A) In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in iteu of notice under any reason thereof.
- (B) Since, the institution has Monthly Planner for all the teachers and for all the subjects they assigned to teach, it is mandatory for them to complete the assigned portions / syllabus for the date of their termination or the proportionate assignment amount in lieu of the portion completed on the date will only be paid.
- 10. Any unauthorized absence from duty for 03 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated an account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.

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- 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.
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- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
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- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smoke / thew tobacto / gutka / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress nearly and in a manner consistent with the duries being discharged.
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- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in comparition with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's utility or work carried out except the same made known / available to you or become known / available to you during the term of your occupances.
- 30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification, if any declaration given by you provestoke false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.
- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival institution and departure in the institution. Salary shall be calculated as per the biometric attendance. 03 late remarks will be treated as one day's absence from the duty. Every employee of the institution shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise institution will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerc

Dr. (Mrs.) Vandana Sinha

(Principal)

I have read, understood and have agreed to all the terms and conditions as mentioned in the above Letter of Assignment

Andhuri (E

Mr. Mölüf Kumar Yashwantalal Trivedi

Date: 19/12/2022



### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbal.

Junior College : Aftitated to Maharesistre State Board of Secondary & Higher Secondary Education Publi-Rejarchi Shahu Maharej Road, Andheri (E), Murnba) - 400069. ©:2684-0822/2583-3455

#### Letter of Appointment

Outward No:

Date: 26/08/2022

Employee Registration Code: : 4037

Name: Mr. Mayer Mangesh Tawade Address: A-107, Soi Darpan, Manvelpada Road, Vosni-enst, Thans -401305

Name: Mr. Mayor Mangosti Tawade

It is our pleasure to welcome you as a part of Shri G.P.M. Degree Cullege of Science & Commerce, Managed by Shet Shyampatidevi Mishra Education Trust, a minority Institution, at Andheri • East for the position of ASSISTANT PROPESSOR. We would not to avail your service with effect from 20/08/2022. The terms and conditions of your management are an address.

- 1. Your assignment for a frank period community from 1970-1922 and make on 30/04/2023. Unless and until the assignment is reserved in writing the not on mutually accepted scape and sevens), the same will automatically end on the above mentioned date and separate untils. Will not be branch in this behalf.
- Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Computern Authority of the Computernam.
- 3. During the period of the assignment, your all additive that is organization, also termed as Cost to Company i.e., CTC, bereinsfer referred as a motiva and will be Re 22000.00 (Twonsy Two Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emphasizers etc. are strictly confunctionand street a root or shared or informed to others.
- 5. The Paid leave for the entire Academic your arms manned of the Income if you join after commencement of the academic year, you would be minted for have many and only on a Prorate basis. You are entitled for availing the feave after 3 is take of our manned the original than Leave has to be applied sufficiently in advance and sanctioned by the Principal. The implance cannot proceed on leave till it is supptioned. Leave senant be encased. The same cannot be channel as matter of right.
- 6. You understand and accept that during the models of new frame year, you will not terminate the assignment and leave the institution without written consent at the nonperture description authority.
- 7. This assignment may be terminated by the landing of indicate the giving a notice period of at least thirty working days or proportionate unignment amount in the thereof without assigning any reason thereof.
- 8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not exceptable.
- 9. (A) In case where your request for termination of assignment is accepted during the academic year, it is consistently that you should give a notice period of at least thirty working days or proportionate assignment amount in tion of notice outlet any reason thereof.
- (B) Since, the Institution has Monthly Planton for all the teachers and for all the subjects they assigned to teach, it is mandatury for them to complete fire assigned portions / syllature for the date of their termination or the proportionate assignment amount in lieu of the portion completed on the date will only be paid.
- 10. Any unutilistized absence from duty for 03 days or more will be considered as abundanment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abundances and no claim will be extended in this behalf.
- 11. You will be working from the butitution premises for 6 days in a week us pay the schedule faid by your Principal or the Person authorized / designated by the Principal / Managemen. You will arrend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required so weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found needlestly (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare amount places in the beginning of your tenare, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum? needs of the students and the Institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.
- 15. You will, in cooperation with other institution authorities, share the responsibility of acting up and maintaining a learning environment suitable to the task and anidents.

- 16. You will help organize and partike in the various co-curricular activities, programs and events organized by the institution. administration and respond positively to such evaluations and make changes as appropriate, studente.
  - 17. You will particks in appraisals and review of your work and instruction methods arranged by the
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  - 19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the narms laid by the institution.
  - 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private Initions / Conching Class / any other essignments etc.
  - 2). You will inculcate positive attributes including that of cleanillosss, nontress and respect for orderly behavior in the students.
  - 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
  - 23. You will promote hormony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any grapit on the ground of religion, caste, creed, nationality or compountly etc.
  - 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smake / cheecobsects / guden / pan inclide the institution premises and / or n the pressures of students.
  - 25. The institution expects you to follow a circus code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper deser code and general appearance during the working bours. You are expected to drage nearly and in a manner consistent with the duties being discharged.
  - 26. You will observe and adhere to all rules & regulations, office orders and / or sentlements of the organization as may be applicable. You will discharge such duties as may be assigned to you lackading nonreaching dation.
  - 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the suno in writing to the office within three days from the date of such change and get such cleange's recorded; not providing the updated information would amount to sa act of indiscipline.
  - 28. You agest not to engage yourself directly or undirectly in any service or be concerned in any manner in ony work I business other than that of the institution and shall not associate yourself or let year work, mane, image or personality be used by say media or other organization / institution without the expressed consent of this management in writing.
  - 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.
  - 30. You may be issued some asserials such as business stationary, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization. upon the separation.
  - 30. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
  - 32. This letter is being issued to you on the basis of information provided by you in the application and also at the titue of interview. Original copies of the certificates, testimentals and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you prevestobe false or if you are found to have willfully suppressed any material information, this applyment will be liable to be terminated without any notice.
  - 33. Nothing in this letter shall be decined to create any relationship or partnership, or joint venture between you and the organization.
  - 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter. you are incolvent or found guilty of dishanasty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest of Violation of one or more terms of this letter, this assignment may be terminated without actice and / or reason without any assignment amount as mentioned in clause 7.
  - 35. Your services are transferable to any other Institution run by the same Management asymbole in

locita. You can also be seet on deputation to other Institutions by the management & you are bound to accept it.

- 36. You agree that the encoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to each other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated mathematy.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binating. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as sad when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you is the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our fastitution under rules and regulations prescribed by AICTS / DTE / NCTS / Mantail University / Matarashtra State Board of Secondary & Higher Secondary or any other applicable statutory / degreed authorities.
- 40. We have blametric system of attendance and every teacher has to compaisorily, mark his attendance through biometric device by punching every day at the time of arrival institution and departure in the institution. Salary shall be calculated as per the biometric ettendance. O3 late remarks will be treated as one day's absence from the duty. Every employee of the institution shall shock his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise institution will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed ou sensister basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the cantalled and word.

assignment terms, by signing and returning one copy, for our records. Please also include a self-attented photocopy of government photo identification (such as driving license / pessport) along with the signed copy of the latter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as We look forward to working with you in an institution that is challenging, stimulating and striving sewards expellence in the field of education.

Andherl IE

Mumbal-89

Your's truly,

For Shri CLPM: Digitor College of Science & Communication

(Dr. Min. Vandana Sinin)

(Principal)

I have coad, understood and have agreed to all the terms and deminion as mentioned in the above Letter of Assignment.

Namet Mr. Miryur Mangesh Towode Date:26/08/24/2



### SURI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affillated to University of Murribal.

Junior College: Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pures. Rejershi Shahu Maharaj Road. Andheri (E), Mumbai - 400069. ©:2684-0822/2683-3466

#### Letter of Appointment

Ourward No.

Date: 05/06/2022

Employee Registration Code.: 1909

Namet Miss. Shambharkar Karishma Banduji

Address: Plot No. 4 B-8, Gokul Chs Mahada Colony Mulicod Faci

Name: Miss. Shambharkar Karishwa Bandoji

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, Managed by Smr. Shyampotidevi Mishra Education Trust, a minority Institution, at Andheti - Bust for the position of ASSISTANT PROPESSOR. We would like to avail your service with effect from 05/06/2022.

The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 05/06/2022 and ends on 30/04/2023. Unless and until the assignment is contived in writing (based on mutually accepted suope and ferror), the same will automatically and on the above mentioned date and separate notice will not be instead in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and se would be specified from time to time by the Competers Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs.25000.00 / (Twenty Pive Flousand Only) per month. Statutely deductions will be as applicable by the law.
- 4. Your employments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied audiciently in advance and senotloned by the Principal. The employee games proceed on leave till it is sanctioned. Leave connot be encased. The same cannot be claimed as matter of right.
- 6. You understand and accept that during the middle of scudentic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.
- This assignment may be terminated by the Institution sub-moto by giving a notice period of at leap thirty working days or proportionate assignment amount in lieu thereof without assigning my reason thereof.
- 8. Letter of resignation about the submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.
- 9. (A) In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in flou of notice under any season thereof:
- (B) Since, the Institution has Monthly Planter for all the teachers and for all the subjects they assigned to teach, it is mandatory for them to complete the assigned portions / syllabos for the date of their termination or the proportionare assignment amount to lieu of the portion completed on the date will only be said.
- 10. Any unauthorized absence from duty for 03 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the institution premises for 6 days in a week as per the schedule taid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
- 12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.
- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy, in addition, you are expected to prepare course material and undertake research related to the emriculum r needs of the students and the Institution.
- 14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

15. You will, in cooperation with other institution authorities, share the responsibility of sening up and reauteining a feering environment suitable to the task and students.

16. You will help organize and particle in the various co-carricular activities, programs and events

organized by the institution.

17. You will partake in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of

students.

- 19. You will carry out student emeasment work and record their progress and sitalement of gredes in an appenpriate statistic and in a timely fashion based on the norms laid by the fastination.
- 20. You will not abuse your professional position for personal profit in money, goods or services from abusines or their families by indulging in activities such as Private duidons / Conching Class / any other assignments etc.

21. You will inculente positive attributes including that of cleardiness, neatness and respect for orderly

behavior in the students.

22. You will build and maintain cooperative relationships with students, persons and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.

23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community atc.

24. You will not indulge in consumption of intoxicant of any kind whatasever. You will not smoke / chew tobacco/ gotks / pan justide the institution premises and / or n the presence of students.

25. The institution expects you to follow a dress code, which helps you to work comfortably and at the streetims project a professional image to our students, parents, colleagues and community we are a part of, Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the wesking hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

26. You will observe and achieve to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duries as may be assigned to you including non-

tenching duties.

27. In case there is any change in your qualification's, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change's recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any mainter in any work / business other than that of the institution and shall not execute yourself or let your work, some, image or personality be used by any media or other organization / institution without the

expressed consent of this management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's uffairs or work partied our whether the same made known / symbolic to you or become known / symbolic to you during the term of your assignment.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization

upon the suparation.

31. This latter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the curtificator, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

33. Nothing in this letter shall be deemed to organ any relationship or partnership, or joint venture

between you and the organization.

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to tune and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of distancesty, disobedience, disorderly behavior, negligence, insulportimation, indiscipline, absence from duty without permission or any other conduct considered by

us detrineented to over interest or violation of one or more terms of this letter, this assignment tway be terminated without notice and f or reason without any assignment amount as mouthoned in clouse 7.

35. Your services are transferable to any other Institution run by the same Management anywhere in India. You can also be sent on deputation to other lastitutions by the management & you are bound to

36. You agree that the emploments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our figatitution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Meharastera State Board of Secondary & Higher Secondary or any other applicable statutory / deemed anthonidas.

40. We have biumetric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by penelting every day at the time of arrival institution and departure in the institution. Salary shall be calculated as per the biometric attendance. 03 late remarks will be treated as one day's attached from the duty. Every employee of the institution shall check his eltendance daily basis and in case of any discrepancy due to his lapses or otherwise, unmediately bring it to the knowledge of management, otherwise institution will not be responsible for the same. Any attendance dispute will not be entenained after the end of the said day.

41. Your performance shall be reviewed on semester boxis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-asssion also.

If the above terms and conditions are acceptable to you, please communicate the neceptance of the cascelled and void.

atalgament terms, by alguing and returning one copy, for our seconds. Please also include a self-attested photocopy of government photo identification (such as driving lisense / pessport) along with the signed copy of the letter. If no reply accepting the assignment terms is subunited, this letter shall be deemed as We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of advication.

> Andher! (E. MANUFACTOR

ex and care

Your's buly.

For, Shri G.P.M. Dogroe College of Science & Commen and 100/2002

(Dr. Mrs. Vandaica Sinbal) (Principal)

I have read, understood and have agreed to all the

as mentioned in the above Letter of

Name: Man Shamblankar Karishmo Bandaji

Page #5/06/2029

Assignment.



### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbel.

Junior College : Affiliated to Mahasashira State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Mahasasi Road, Andheri (E), Mumbai - 400069. ©:2684-0822/2683-3455

Letter of Appointment

Outward No:

Date:11/07/2022

Employee Registration Code: : 4027

Name: Mrs. Ratna Rohit Pate Address: A-301, Shree Ambika Apt, Pkli No-10, Sec-42a,bh,d-mart Seawood (w)

Name: Mrs. Ratna Rohit Pate

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, Managed by Smt. Shyampatidevi Mishra Education Trust, a minority Institution, at Andheri - East for the position of ASSISTANT PROFESSOR. We would like to avail your service with effect from 11/07/2022. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 11/07/2022 and ends on 30/04/2023. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs.25000.00 / (Twenty Five Thousand Only) per month. Statutory deductions will be as applicable by the law.

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. (A) In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

(B) Since, the Institution has Monthly Planner for all the teachers and for all the subjects they assigned to teach, it is mandatory for them to complete the assigned portions / syllabus for the date of their termination or the proportionate assignment amount in lieu of the portion completed on the date will only be paid.

10. Any unauthorized absence from duty for 03 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

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- 29. You will maintain all information, documents and I or materials guitered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information I documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work partial out whether the same made known I available to you or become known I available to you during the term of your assignment.
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- 33. Nothing in this letter shall be deemed to create any relationship or purtnership, or joint venture between you and the organization.
- 34. You will be required to follow the conduct and discipline rules and regulations so prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insolvedination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this latter; this maignment may be terminated without notice and for reason without any assignment amount as monitoned in clause?
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- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbri-Coun's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal. in our institution under rules and regulations prescribed by AICTE / DTE / NCTE / Murabai University / Maharacktra State Beard of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsority, mark his attendance through biometric device by punching every day at the time of arrival institution and departure in the institution. Salary shall be calculated as per the biometric attendance. 03 late remarks will be treated as one day's absence from the duty. Every couployee of the institution shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately being it to the knowledge of management, otherwise institution will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be magnificatory, then your services may be terminated in mid-session also.

If the allowe terms and conditions are acceptable to you, please communicate the acceptance of the cancelled and wold.

assignment forms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / pasaport) along with the signed copy of the letter. If no coply accepting the assignment terms is submitted, this letter shall be deemed as We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, 5hrt G.R.M. Degree College of Science & Communication

(Dr. Mrs. Variations Sindu)

(Priocipal)

I have read, understood and have agreed to all the terms measured in meatinged in the above Letter of

Name: Mrs. Races Robb Pa Date:11/09/2022



# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Junior College : Alfillated to Maharashtra State Board of Secondary & Higher Secondary Education Pures. Rejershi Shehu Maherej Road, Andheri (E), Murebel - 400069, 9x2684 0822/2683 3455

Latter of Appaintment

Outward No.: 1 0 64 52

Date: 06405/2022 Famployee Regentation Code; 1412

Ms. Florency M. Osenzu House No -2006C, Societial Book. Sautaceur West Maiahai-400456.

Mr. Florence B. Donnett

to a our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, managed by Sunt. Shyampatidevi Mishes Education Trust, a missority institution, at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 06/06/2022. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 06/06/2022 and ends on 30/04/2023. Unless and until the essignment is renewed in writing (based on multially accepted scope and ferms), the same will aytomatically and on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company Le., CTC, hereinafter referred as emoluments will be Rs. 20,000 / (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law.

Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the institution sub-moto by giving a notice period of at least thirty. working days or proportionate assignment amount in lieu thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. [A] to case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

(8) Since, the institution has Monthly Planner for all the teachers and for all the subjects they assigned to teach, it is mandatory for them to complete the assigned portions / syllabus for the date of their termination or the proportionate assignment amount in lieu of the portion completed on the date will only be paid.

10. Any unauthorized absence from duty for 03 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.

11. You will be working from the institution premises for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the institution punctually and be present in the institution during the prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.

13. You will prepare annual plans in the beginning of your tenure, in accordance with the institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the lesticution.

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14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

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20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulping in activities such as Private tuitions / Coaching Class / any other assignments etc.

21. You will inculcate positive attributes including that of depoliness, neatness and respect for orderly

22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.

23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of rebgion, caste, creed, nationality or community etc.

24. You will not indulge in consumption of intexicant of any kind whatsoever. You will not smoke / chew robecco / gutka / pan inside the institution promises and / or n the presence of students.

25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress nearly and in a mariner consistant with the during hours being discharged.

25. You will observe and adhere to all rules & regulations, office orders and / or sattlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-reaching duties.

27. In case there is any change in your qualification/s, residential ordress, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution end shall not associate yourself or let your work, name, image or personality be used by any media or other organization / institution without the expressed consent of this management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's alfairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.

31. This letter expresses the understanding between you and the organization with respect to the subject maner and supersedes all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.

38. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between

'n,

34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishunesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7. 35. Your services are transferable to any other institution run by the same Management anywhere in India.

You can also be sent on deputation to other institutions by the management & you are bound to accept it. 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your. assignment as may be required or be issued to you from time to time by the competent / designated

37. In case of all dispute / confusion / darification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai

38. The above terms and conditions of assignment are subject to change & you will be communicated as

and when the changes are effected which will be binding on your.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through blomatric device by punching every day at the time of arrival institution and departure in the institution. Salary shall be calculated as per the biometric attendance. O3 late remarks will be treated as one day's obsence from the duty. Every employee of the institution shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise institution will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

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Andheri (E) Mumbal-88

Your's truly.

For, Shri G.P.M. Degree College of Science & Commerce.

Ur. (Mrs.) Vandana Siaka (Principal)

I have read, understood and have agreed to all the terms and conditions as mentioned in the above Letter of

Ms. Florency R. Drouve Date: #6/06/2012





### Smt. Shyampatidevi Mishra Educational Trust's SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbal.

Junior College : Affiliated to Mahareshitra State Board of Secondary & Higher Secondary Education Pune. Rejarshi Shahu Meheraj Rood, Andheri (E), Mumbai - 400069. vb:2684-0822/2683-3455

Outward No: 1168 22

### Letter of Appointment

Date: 19/09/2022

Employee Registration Code: : 2440

Name: Mrs Deepa Santosh Yaday Address: Chotu Bhai Chaul Kali Masjid Juedunia Ngr Sainath Ner Ghatkopar West 400086.

### Name: Mrs Deepa Santosh Yaday

It is our pleasure to welcome you as a part of Shri G.P.M. Donner College of Science & Commont. Managed by Smt. Shyampatidevi Mishra Education Trust, a minurity framiution, at Andheri - East her the position of ASSISTANT PROFESSOR. We would like to avail your service with effect from 19/09/2022. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 19/09/2022 and ends on 30/04/2023. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this belief.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs.20000.00 / (Twenty Thousand Only) per month. Statutory deductions will be as applicable by the law,

4. Your emoluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on leave till it is sanctioned. Leave cannot be encased. The same cannot be claimed as matter of right.

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning any reason thereof:

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required

9. (A) In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionate assignment amount in lieu of notice under any reason thereof.

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- 17. You will particle in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.
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- 19. You will carry our sendent assertment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms teld by the institution.
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- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of poy kind is imposed on any pupil on the ground of religion, easte, oreed, nationality or community etc.
- 24. You will not inchalge in consumption of intoxicant of any kind whatsnever. You will not smoke / chew tobacco / gutta / pen inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, povents, colleagues and community are are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all roles of regulations, office orders and f or settlements of the organization at may be applicable. You will discharge such duties as may be assigned to you including non-teneding duties.
- 27. In case there is any change in your qualification's, residential address, landline number, mobile number, you will infinate the same in writing to the office within three they from the date of such change and get such change's recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage youttelf directly or indirectly in any service or be concarned in any manner in any proof. I business other than that of the institution and shall not associate yourself or let your work, came, image or personality be used by any media or other organization. I Institution without the expressed consent of this management in writing.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any imformation organization is affairs or work tarried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some materials such as business stationary, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This letter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original cupies of the cardifficates, testimonials and previous original records should be submitted along with the photocopies for verification. If any declaration given by you provestable false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this latter shall be deemed to create any colotionship or partnership, or joint venture between you and the organization.
- 34. You will be required to follow the conduct and discipline sules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guitty of dishencesty, disobodience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by as detrimental to our interest or violation of one or more learns of this letter, this assignment may be terminated without solice and / or reason without any assignment solution as mentioned in clause 7.
- 35. Your services are transferable to any other Institution run by the same Management anywhere in

Tadja. You can also be sent on deputation to other institutions by the management & you are bound to accept it.

- 36. You agree that the evaluaments f cost to organization are insurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to those by the competent / designated mathematic.
- 37. In case of all dispute I confusion I clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39 This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Munipai University / Maherashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
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- 48. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be tensinated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the cancelled and void.

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Year's body,

For, Shri & P.M. Dagree College of Science & Commerce.

Sanosh Yaday

(Dr. Mar militare Sipha)

(Principal)

I have read, understood and have agreed to all the terms and committee

mentioned in the above Lester of

Ciame: Maria 1909/2022

Asa striming.





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbai.

Junior College: Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andherl (E), Mumbai - 400069. ©:2684-0822/2683-3455

#### Letter of Appointment

Outward No:

Date: 06/06/2022

Employee Registration Code: : 309

Name: Rajitram Yadav

Address: 1st Floor Heb 157/17 Shambhunath

Shukla Chawl Nirmal Nagar Khar East Mumbai 400051

Name: Rajitram Yadav

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, Managed by Smt. Shyampatidevi Mishra Education Trust, a minority Institution, at Andheri - East for the position of ASSISTANT PROFESSOR. We would like to avail your service with effect from 06/05/2022. The terms and conditions of your assignment are as follows:

- 1. Your assignment for a fixed period commences from 06/06/2022 and ends on 30/04/2023. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs.22000.00 / (Twenty Two Thousand Only) per month. Statutory deductions will be as applicable by the law.
- 4. Your emploments etc. are strictly confidential and should not be shared or informed to others.
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as detranental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

- 35. Your services are transferable to any other institution can by the same Management anywhere in ladia. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
- 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duries and conform to such other instructions relating to your essignment so may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confution / classification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected width will be binding on you.
- 39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Muschal University / Maharestera State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, much his attendance through biometric device by punching every day at the time of serival institution and departure in the impitution. Salary shall be calculated as per the biometric attendance. O3 late remarks will be treated as one day's absence from the duty. Every employee of the institution shall cleeck his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise institution will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the cancelled and void,

assignment terms, by signing and esturning one copy, for our records. Please also include a self-attented photocopy of government photo identification (such as driving ficense / paraport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Andherl III

Mumbal-69

Year's troly.

Por, Shri G.P.M. Donroe College of Science & Courses College

(Dr. Mich. Vinxenna Simian)

(Principal)

I have cond, understood and have agreed to all Assignment.

fittions as monttoned in the above Letter of

Name: Rajiteam Yadav Date:06/06/2022





### Smt. Shyampatidavi Mishra Educational Trust's SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Numbel.

Juntor College : Affiliated to Maharushina State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shehu Maharaj Road, Andheri (E), Mumhai - 400069, © 2694 0622/2683 3455

#### Letter of Appointment

Ontward No.:

Date: 08/06/2022

Purplayee Registration Code: : 249

Name: blrs. Ranjerta Projapati Address: 4, Jana Manie Molal, Sons Chuwit, P.P. Road.

. Andheri (cast) Marubai.

Name: 81rs. (Lanjveta Prajaput)

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, Managed by Sort. Shyampetidevi Mishra Education Frust, a minority fastitution, at Andheri - East for the position of ASSISTANT PROFESSOR. We would like to avail your service with effect from 06/06/2022. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 06/06/2022 and ends on 30/04/2023 . Unless and april the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the obove mentioned date and separats notice will not be assed in this behalf,

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, bereinafter referred as emoluments will be Rs.20000.00 / (Twenty Thousand Only). per month. Statutory deductions will be as applicable by the law.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paul leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the leave ofter 3 months of your joining the organization. Leave has to be applied sufficiently in advance and senctioned by the Principal. The employee cannot proceed on leave till it is magelfored. Lineve minute be encased. The same cannot be claimed as maner of right,

6. You understand and accept that during the middle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be terminated by the Institution sub-moto by giving a notice period of at least thing working days or proportionate assignment amount in their thereof without assigning any repson Chergof.

8. Letter of resignation should be submitted in the form of bardcopy. Resignation without a required notice period is not neceptable.

9. (A) In case where your request for termination of assignment is accepted during the academic year, it is mand may that you should give a notice period of at least thirty working days or proportionate assignment amount in lies of notice under any reason thereof.

(ii) Since, the Institution has Mundaly Planner for all the teachers and for all the subjects they assigned to teach, it is mandatory for them to complete the assigned portions I syllabor for the date of their termination or the proportionale resignment amount in ties of the portion completed on the date with

to. Any annulhorized absence from duty for 03 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated to account of abandonment and no claim will be entertained in this behalf.

(1. You will be southing from the fastitution premises for 6 days in a week as per the schedule laid by your Principal of the Person authorized / designated by the Principal / Management. You will attend the Institution punutually and be present in the institution their prescribed hours including Saturdays of each manth and if required on workly off? during Holidays.

12. This assignment and your continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner,

13. You will prepare around plans in the beginning of your tenure, in accordance with the Institution policy in addition, you are expected to prepare course material and undertake research related to the curriculum / reeds of the analogs and the Institution.

14. You will be responsible in the general organization of all activities including holding periodical examination, assessment. Son-feaching Assignments etc. 15. You will, in cooperation with other institution authorities, share the responsibility of setting up and

maintaining a learning environment suitable to the task and students.

16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.

17. You will particle in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral / written assessments relating to the learning and development of students.

19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fushion based on the norms had by the institution.

20. You will not abuse your professional position for personnt profit in morely, goods or services from students or ducir families by including in activities such as Private midens J Couching Class / any other assignments etc.

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22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.

23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, nationality or community etc.

24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or n the presence of students.

25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including nonteaching duties.

27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of

28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any media or other organization / Institution without the

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divides or

- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.
- 35. Your services are transferable to any other institution run by the same Management anywhere in India. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
- 36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.
- 37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbai Court's only.
- 38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.
- 39. This assignment is made on the basis of Information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.
- 40. We have biometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise college will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Or. Mrs. Vancana Sinha) Principal

I have read, understood and have agreed to all harms and conditions as mentioned in the above Letter of Appointment.

Andhert (E.

Municipal-89

Mrs. Ranjeeta Prajapati

Date: 08/06/2022





## SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College : Affiliated to University of Mumbal.

Junior College : Affliated to flakerashtra State Board of Secondary & Higher Secondary Education Pune. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. @:2684 0822/2683 3455

#### Letter of Appointment

Outward No:

Dete: 19/01/2024

Employee Registration Code: 1786

Name: Mr. Ketan Chindorican

Address: Roomno.79,bbd No.9 Chawl Sewree, Near

Station Sewree West Mumbai-400015.

#### Name: Mr. Ketan Chindarkar

It is one pleasure to welcome you as a part of Shei G.P.M. Degree College of Science & Commerce, Menaged by Smt. Shybropatidevi Mishra Education Trust, a minority hestitution, at Anchert - East for the position of ASSISTANT PROFESSOR. We would like to avail your service with effect from 06.06/2022. The terms and conditions of your assignment are as follows:

- Your assignment for a fixed period commences from 06/06/2022 and ends on 30/04/2023. Unless and until
  the assignment is renewed in writing (based on numberly accepted scope and terms), the same will automatically
  end on the above membraned date and separate notice will not be issued in this behalf.
- 2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Organization.
- 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Coat to Company i.e., CTC, hereinafter referred as emoluments will be Rs.22000.00 / (Favorty Two Thousand Only) per mostle. Standory deductions will be as applicable by the law.
- 4. Your emoloments etc. are strictly confidential and should not be shared or informed to others.
- 5. The Prid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the scademic year, you would be entitled for leave purely and only on a Prorate basis. You are entitled for availing the tenve after 3 months of your Johning the organization. Leave has to be applied sufficiently in advance and sanctioned by the Principal. The employee cannot proceed on tenve till it is anothered. Leave mannet be encased. The same cannot be elektred as manter of right
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- 9. (A) In case where your request for termination of assignment is accepted during the academic year, it is associatory that you should give a notice period of at least thirty working days or proportionate assignment amount to lieu of notice under any reason thereof.
- (B) Since, the Institution has Monthly Planner for all the teachers and for all the subjects they assigned to leach, it is considerery for them to complete the assigned pertions / syllabors for the date of their termination or the proportionate assignment amount in lies of the purtion completed on the date will only be paid.
- 10. Any manufactured absence from duty for 03 days or more will be considered as abandonment of your services and no further notice will be required to be given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this behalf.
- 11. You will be working from the Institution greatess for 6 days in a week as per the schedule laid by your Principal or the Person authorized / designated by the Principal / Management. You will attend the Institution punctually and be present in the Institution during the prescribed from including Saturdays of each month and if required on weekly off / during Halidays.
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- 13. You will prepare annual plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expected to prepare course material and undertake research related to the curriculum / needs of the students and the Institution.
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- 23. You will promote harmony and goodwill smoog the pugits and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, caste, creed, noticuality or community siz.
- 24. You will not include in consumption of intoxicant of any kind whatsoever. You will not smake / chew tobacco / garks / pan inside the institution premises and / or n the presence of students.
- 25. The institution expects you to follow a dress code, which helps you to work comfirmibly and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neally and in a manner consistent with the duties being discharged.
- 26. You will observe end adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties.
- 27. In case there is any change in your quotification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned to any number in any work / business other than that of the institution and shall not associate yourself or les your work, name, image or personality be used by any media or other organization / hastitution without the expressed consent of this management in writing
- 29. You will meditain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on tegal obligation, any information regarding the organization's affairs or work corried out whether the same made known / available to you or become known / available to you during the term of your assignment.
- 30. You may be issued some meterials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation
- 31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.
- 32. This latter is being issued to you on the basis of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for varification. If any declaration given by you provide he false or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.
- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or juliot venture between you and the organization.
- 34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall ented action, which may include termination. If at any time, in the optains of the organization's tetragement, which is final in this matter, you are insolvent or found guilty of dishenesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by

us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

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Your's truly,

For, Shel G.P.M. Donner College of Science & Commerce

anne 01244 (Dr. Mos. Vandens Sinha)

(Principal)

I have read, understood and have agreed to all the

Assignment

Date: 19/0/U/2024

as mentioned in the above Letter of





### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College : Affiliated to Mahamahtra State Board of Secondary 6 Higher Secondary Education Pane. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400059. Ф:2684 0822/2683 3455

#### Letter of Appointment

Outward No.

Date: 02/06/2022

Employee Registration Code: 2187

Mp. Rinkle Patel Flat No.4, Gordhan Gate. Marharadas Road. Kandiyali Minaba)-10007.

Ms. Rinkle Patel

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, managed by Smt. Shyampatidest Misters Education Trust, a minority localization, at Andher - East for the position of Asst. Professor. We would like to avail your service with effect from 02/06/2022. The terms and conditions of your assignment are as follows:

 Your assignment for a fixed period commences from 02/06/2022 and ends on 30/04/2023. Unless and until the assignment is renewed in writing (based on mutually accepted scope and terms), the same will automatically end on the above mentioned date and separate notice will not be issued in this behalf.

Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified. from time to time by the Competent Authority of the Organization.

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30. You may be issued some materials such as business stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.

31. This letter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.

32. This letter is being issued to you on the beals of information provided by you in the application and also at the time of interview. Original copies of the certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declaration given by you provestable (also or if you are found to have willfully suppressed any material information, this assignment will be liable to be terminated without any notice.



34. You will be required to follow the conduct and discipline rules and regulations as prescribed by the management from time to time and any breach of the conditions shall entail action, which may include termination. If at any time, in the opinion of the organization's management, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, insubordination, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, this assignment may be terminated without notice and / or reason without any assignment amount as mentioned in clause 7.

35. Your services are transferable to any other institution run by the same Management anywhere in Inclia. You can also be sent on deputation to other institutions by the management & you are bound to accept it.
36. You agree that the emoluments / cost to organization are incurred for specific performance, which is mandatory. You agree to perform such other duties and conform to such other instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

37. In case of all dispute / confusion / clarification related to the terms of this letter, the decision of the organization shall be final and binding. All legal disputes would be strictly under jurisdiction of Mumbal Court's only.

38. The above terms and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be binding on you.

39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbal University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

40. We have blometric system of attendance and every teacher has to compulsorily, mark his attendance through biometric device by punching every day at the time of arrival institution and departure in the institution. Salary shall be calculated as par the blometric attendance. 03 late remarks will be treated as one day's obseque from the duty. Every employee of the institution shall check his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise institution will not be responsible for the same. Any attendance dispute will not be encertained after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are ecceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

Dr. (Mrs.) Vandana Sinha

(Principal)

I have read, understood and have agreed to all the terms and conditions as mentioned in the above Letter of Assignment, t

Ms. Rinkle Patel

Date: 02/06/2022



No. 1

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# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Mumbal.

Junior College: Affiliated to Meharastira State Board of Becondary & Higher Secondary Education Pena-Rajarshi Shahu Maharoj Road, Apriheri (E), Mumbai - 400069. 0/2684 0822/2683 3455

#### Letter of Appointment

Outword Not 1811

Date: 16/07/2022

Harplayee Registration Code: : 2343

Name: Ab: Hemant Victor
Address: Sinc Limesh Balijens; Seva Mandal
Prem Nugar Near Ankor
Bidg Guregnon West Manhai - 400104

#### Name: Mr. Hermant Vados

It is our pleasure to welcome you as a part of Shri O.P.M. Degree College of Science & Commerce, Managed by Smt. Shyamparidevi Midhra Education Trust, a aninority Institution, at Andhori - East for the position of ASSISTANT PROFESSOR, We would like to avail your service with effect from 01/06/2022, The terms and conditions of your assignment are as follows:

J. Your assignment for a fixed period commences from 01/06/2022 and ends on 30/04/2023. Unless and optil the assignment is renewed in writing (based on naturally accepted stope and forms), the same will suspensationly end on the above mentioned date and separate notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be specified from time to time by the Competent Authority of the Ommization.

3. During the period of the assignment, your all-inclusive cost to organization, also formed as Cost to Company i.e., CTC, hereinafter referred as emoluments will be Rs.22000.00 / (Twenty Two Thousand Only) per month. Statutory deductions will be as applicable by the fare.

4. Your empluments etc. are strictly confidential and should not be shared or informed to others.

5. The Paid leave for the entire Academic year is maximum of S days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Purrate basis. You are entitled for availing the teave after 3 months of your joining the enganization. Leave has to be applied sufficiently in advance and smetioned by the Principal. The employee cannot proceed on leave till it is sunctioned. Leave cannot be encased. The same employee claimed as matter of right.

6. You understand and accept that during the muldle of academic year, you will not terminate the assignment and leave the institution without written consent of the competent / designated sudbority.

 This essignment may be terminated by the Institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in lieu thereof without assigning my reason thereof.

 Letter of resignation should be submitted in the form of handcopy. Resignation without a required notice period is not acceptable.

 (A) In case where your request for termination of antigument is accepted during the academic year, it is mandatory that your should give a notice period of at least thirty working days or preportinguée assignment amount in ficu of notice under any remain thereof.

(ii) Since, the Institution has Monthly Planner for all the tenchers and for all the subjects they assigned to teach, it is mandatory for them to complete the assigned portions I syllabor for the date of their termination or the proportionate analysement amount in figure of the portion completed on the date will only be paid.

10. Any unauthorized absence from duty for 03 days or more will be considered as abundonment of your services and no further notice will be required to be given to you in this behalf. Your services will be remainted or account of abundonment and no claim will be entertained in this behalf.

11. You will be working from the Institution premises for 6 days in a week as per the schedule but by your principal or the Person authorized / designated by the Principal / Management. You will attend the Institution processibly and be present in the fractionism during the prescribed insure including Saturdays of each munti and if required on weekly off / during Habilage.

12. This assignment and your continuation are subject to your baving been found medically (physically and mentally) fit by an authorized and recognism! Medical Practitioner.

13. You will prepare annual plans in the beginning of your terture, in accordance with the Institution policy in addition, you are expected to prepare course national and undertake research related to the conficultion/seccion/the students and the historition.

14. You will be responsible to the general equalization of all activities including bolding periodical examination, assessment, Non-Tracking Assignments etc.

15. You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment minible to the task and shadents.

organized by the institution.

17. You will paralle in appraisals and review of your work and instruction methods arranged by the

adm instration and reapond positively to such evaluations and make changes as appropriate

18. You will prepare and provide oral / written assessments relating to the learning and development of attadents.

19. You will carry out student assessment work and record their progress and attainment of grades in an appropriate manner and in a timely fashion based on the norms laid by the institution.

- 20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
- 21. You will inculeate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
- 22. You will build and maintain cooperative relationships with students, parents and/or other staff and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.
- 23. You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is imposed on any pupil on the ground of religion, easte, creed, nationality or community etc.
- 24. You will not indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gurka / pan inside the institution premises and / or a the presence of students,
- 25. The institution expects you to follow a dress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress neatly and in a manner consistent with the duties being discharged.
- 26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be applicable. You will discharge such duties as may be assigned to you including non-teaching duties,
- 27. In case there is any change in your qualification/s, residential address, landline number, mobile number, you will intimate the same in writing to the office within three days from the date of such change and get such change/s recorded; not providing the updated information would amount to an act of indiscipline.
- 28. You agree not to engage yourself directly or indirectly in any service or be concerned in any manner in any work / burness other than that of the institution and shall not account yourself or let your work, name, image or personality be used by any month or other organization / Institution without the expressed communication in account of the manner in account.
- 29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in tract confidence. You will not copy or make times of such information a locument expect in conjunction will your work for the construction. You will not, at any time, disclose or divide or make subject expect on legal obligation, any information regarding the expectation's affairs or work and will describe the same make known / available to you during the term of your assignment.
- 30. You may be broad some materials such as burnous stationery, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the organization
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- 33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.
- 34. You will be required to follow the conduct and displace all and entitle in provided by the management from time to time and any breach of the conduct and action, and may industry on a finite of the management and the conduct and the c

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41. Your performance shall be reviewed on semester basis, If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the cancelled and void,

assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving license / passport) along with the signed copy of the letter. If no reply accepting the pasignment terms it submitted, this letter shall be deemed as We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education. G COLLE

> Aprillari (E) Mumba do

Your's truly,

For, 54 G.F.M. Degree College of Science & Commerce

[Dr. Mrs. Vendager Sinbar)

(Principal)

I have send, understood and have agreed to all the terms and conditions at montioned in the above Letter of Assignment

Part mousel Name: Mr. Hemmit Yaday

Date:16/07/2022







### SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Number.

Junior Califeta : Affiliated to Maharashira State Board of Secondary & Higher Secondary Education Pony. Rajarahi Shahu Maharaj Road, Andheri (E.), Mumbai - 400069. @:2684 0822/2688 3465.

Letter of Appointment

howard No:

Date: 06/66f2022

Employee Registration Coder: 2963

Name: Miss, Shilps Umashankar Singh didwest The Great Indriya Nagar March Pipe Line Andhen Bast Mumbei 400059

Name: Miss. Shilpa Umashankar Singh

It is our pleasure to welcome you us a part of Shri G.P.M. Degree College of Science & Communec, Municed by Son. Shyumpatidos: Miches Education Trust, a minurity Justitution, at Andbed - East for the position of ASSISTANT PROPESSOR. We would like to avail your service with effect from 06/06/2022.

The learns and conditions of your amignment are as follows:

 Your assignment for a fixed period commences, from 06/06/2022 and ords on 30/04/2023. Unless and until the assignment is renowed in writing (based on mountly accepted scope and terms), the same will automatically and un the above mentioned data and reparate notice will not be essend in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be

specified from time to muchly the Competent Authority of the Organization. 3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company

i.e., CTC, bereinalter referred as amoluments will be Re.22000.00 / (Twenty Two Thousand Only)

per month. Stansfory distinctions will be as applicable by the law.

4. Your emplanears etc. are strictly confidential and should not be shared or informed to others.

5. The Paid large for the entire Academic year is meximum of 8 days. In case if you join after communicated of the scadentic year, you would be entitled for leave purely and only on a Promite bears. You are entitled for available the leave after 3 months of your jaming the organization. Leave has to be applied sufficiently in advance and spectioned by the Principal. The employee camen proceed on leave till it is spectioned. Large memor by compared. The summanment be claimed as matter of right.

6. You understand and accept that during the middle of scadenic year, you will not terminate the assignment

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7. This assignment may be terminated by the Institution sub-mote by giving a notice period of at least thaty working days or proportionate assignment amount in ties thereof without assigning any reason

8. Letter of resignation about be submitted in the form of hardcopy. Resignation without a required

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12. This assignment and your communition are subject to your having been found medically (physically and

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13. You will prepare around plans in the beginning of your tenure, in accordance with the Institution policy. In addition, you are expound to prepare course material and undertake contacts related in the curriculum / needs of the students and the Institution.

14. You will be responsible in the general organization of all activities including holding periodical

examination, assessment, Non-Teaching Assignments (4).

15 You will, in cooperation with other institution authorities, share the responsibility of setting up and maintaining a learning environment suitable to the task and students.

16. You will help organize and pertake in the various co-corricular activities, programs and events organized by the institution.

17. You will particle in appraisals and review of your work and instruction methods arranged by the administration and respond positively to such evaluations and make changes as appropriate.

18. You will prepare and provide oral I written assessments relating to the loanning and development of students.

19. You will carry our student assessment work and record their progress and attainment of grades in an appropriate manner and in a timety fushion based on the norms laid by the institution.

20. You will not abuse your professional position for personal profit in money, goods or services from students or their families by including in activities such as Private tuitions / Coaching Class / any other assignments etc.

21. You will inculate positive artributes including that of cleanliness, nealness and respect for orderly behavior in the students.

22. You will build and maintain cooperative relationships with students, parents and/or other stell and communicate with them on students' progress and attainment, drawing attention to special skills and talents as well as to problems or difficulties.

23 You will promote harmony and goodwill among the pupils and ensure no discrimination of any kind is impossed on any pupil on the ground of seligion, easte, creed, nationality or community etc.

24. You will not indulge in consumption of intexicant of any kind whatepever. You will not amove / chew tobacco / gulks / pan inside the institution premises and / or n the presence of students.

25. The institution expects you to follow a ciress code, which helps you to work comfortably and at the same time project a professional image to our students, parents, colleagues and community we are a part of. Hence, it is essential that you take pride in your appearance and maintain proper dress code and general appearance during the working hours. You are expected to dress nearly and in a manner consistent with the duties being discharged.

26. You will observe and adhere to all rules & regulations, office orders and / or settlements of the organization as may be assigned to you including non-teaching dottes.

27. In case there is any change in your qualification's, residential address, tending number, mobile number, you will intimate the name in writing to the office within three days from the date of such change and get such change's recorded; not providing the updated information would amount to an act of indiscipline.

28. You agree not to suggest yourself directly or indirectly in any service or be concurred in any manner in any work / business other than that of the institution and shall not associate yourself or let your wask, name, image or personality be used by any media or other organization / institution without the expressed constant of this management in writing.

29. You will maintain all information, documents and / or materials gathered by you during the course of your engagement in strict confidence. You will not copy or make notes of such information / documents expect in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, expect on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or become known / available to you during the term of your assignment.

34. You may be issued some materials such as business stationary, documents, etc. which will remain the property of the organization. You agree to return them in good shape and condition to the organization upon the separation.

31. This felter expresses the understanding between you and the organization with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings.

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39. This assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our localization under rules and regulations prescribed by AICTR / DTR / NCTE / Mumbai University / Malarasium State Board of Secondary & Higher Secondary or any other applicable statutory / decined.

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unsatisfactory, then your services may be terminated in mid-session also.

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Your's truly,

Por, Shiri G.J.M. Degree College of Science & Commun.

(Dr. Rien, Vindana Sinha)

(Principal)

I have well understood and have agreed to all the terms and comments as mentioned in the above Letter of

Name Miss Miles Drawbanker Singh

Date: #\$ 06/2022

Assignment.







# SHRI G.P.M. DEGREE COLLEGE OF SCIENCE & COMMERCE

Degree College: Affiliated to University of Numbal.

Junior College : Atfiliated to Makarashtra State Board of Recondary & Higher Secondary Education Pune. Rejarshi Shahu Maharaj Road, Andheri (E), Murriba) - 400069, Ø:2684 0822/2883 3455

Letter of Appaintment

Outward No.

Date: 06/06/2022

Employee Registration Code: . 2038

Name: Mr. Nilesh Dave Address: Rama Niwas Ground Floor R-3 Gawad Wadi Yirar Bast 401 305

#### Names Mr. Nileth Dave

It is our pleasure to wokenne you as a part of Shri G.P.M. Degree College of Science & Commons, Managed by Smt. Shyampetidevi Mishra Education Trust, a minority Institution, at Andheri - East for the position of ASSISTANT PROFESSOR. We would like to avail your service with effect from 05/05/2022. The terms and conditions of your assignment are as follows:

Your assignment for a fixed period commences from 06/06/2022 and ends on 30/04/2023. Unless and until
the assignment is renewed in writing (based on mutually accepted acope and terms), the same will automatically
end on the above mentioned date and reporter notice will not be issued in this behalf.

2. Your accountabilities and deliverables will be based on the discussions we had with you and as would be appointed from time to time by the Competent Anthority of the Organization.

3. During the period of the assignment, your all-inclusive cost to organization, also termed as Cost to Company i.e., CTC, hereinafter referred as empluments will be Rs.25000.00 / (Twenty Five Thousand Only) per month. Statutory deductions will be as applicable by the faw.

4. Your emoluments etc. are strictly confidential and should not be abused or informed to others.

5. The Paid leave for the entire Academic year is maximum of 8 days. In case if you join after commencement of the ocademic year, you would be entitled for leave purely and only on a Provide basis. You are entitled for availing the leave after 3 months of your joining the organization. Leave has to be applied sufficiently in advance and sunctioned by the Principal. The amployee cannot proceed on tenve till it is sanctioned. Leave manor be encased. The same cannot be claimed as moster of right.

6 You understand and accept that during the middle of scademic year, you will not terminate the easignment and leave the institution without written consent of the competent / designated authority.

7. This assignment may be recommend by the institution sub-moto by giving a notice period of at least thirty working days or proportionate assignment amount in the thereof without assigning any reason thereof.

8. Letter of resignation should be submitted in the form of hardcopy. Resignation without a required notice period is not acceptable.

9. (A) In case where your request for termination of assignment is accepted during the academic year, it is mandatory that you should give a notice period of at least thirty working days or proportionalc assignment amount in liet of notice under any reason thereof.

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Iff. You will be working from the Institution premises for 6 days in a week as per the achedule laid by your Principal of the Person authorized / designated by the Principal / Management. You will attend the Institution puncturally and be present in the Institution during the presented hours including Saturdays of each munity and if commend on weekly of / during Holidays.

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- 34. You will be required to follow the current and shoppine rules and regulations as prescribed by the management from time to tone and any breach of the conditions that entail action, which may include termination if at any time, is the opinion of the representations that entail action, which is final in this matter, you are anothers or found grifty of disbonerty, disobedience, disorderly behavior negligence, involved considered by us involved interest or indiscipline, absence from only without permission or any other conduct considered by us demanded to our interest or violation of one or more terms of this latter, this assignment may be combated without printerest or violation of one or more terms of this latter, this assignment is combated with a first print in this printerest or violation of one or more terms of this latter.
- Contended will continue to the reason will out any assument amount as mentioned in clause?

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  16. You agree that the emphasion of the specific performance is a specific performance.

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- 37 to case of all dispute / confusion / clarification related to the terms of this letter, the decision of the experienced shall be final and hipding. All legal disputes would be strictly under jurisdiction of Mumbar Coper's only.
- 38. The above Lerons and conditions of assignment are subject to change & you will be communicated as and when the changes are effected which will be building on you.
- 49 (the assignment is made on the basis of information provided by you in the application and also at the time of interview and your representation that you are qualified and competent to be engaged as Principal in our Institution under rules and regulations prescribed by AICTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statisfory / deemed ambiguies.
- ath we have biometric system of attendance and every toocher has to computably, mark his attendance through bennethic device by purching every day at the time of arrival in the college and departure from the college. Salary shall be calculated as per the biometric attendance. 03 late remark will be treated as one day's absence from college. Every employee of the College shall thank his attendance daily basis and in case of any discrepancy due to his lapses or otherwise, immediately bring it to the knowledge of management, otherwise tollege will not be responsible for the same. Any attendance dispute will not be entertained after the end of the said day.
- 4). Your performance shall be reviewed on semester basis. If your performance is found to be uncatisfactory, then your services may be terminated in mid-session also.
- If the above terms and conditions are acceptable to you, please communicate the acceptance of the assignment terms, by signing and returning one copy, for our records. Please also include a self-attested photocopy of government photo identification (such as driving licente / passport) along with the signed copy of the letter. If no reply accepting the assignment terms is submitted, this letter shall be deemed as cancelled and void.

We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Your's truly,

For, Shri G.P.M. Degree College of Science & Commerce.

(Dr. Mrs. Valletida Sinha)

Principal

I have read, understood and have agreed to all terms and dillows as mentioned in the above Letter of Appointment.

Mr. Milesh Shivratan Dave

Date: 01/06/2021