



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

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

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

2.4.1 (B) MANAGEMENT APPROVED TEACHERS

MANAGEMENT APPROVED TEACHERS



Kandarp
I/C Principal
Shri G.P.M. Degree College of Sci & Comm,
Rajarshi Shahu Maharaj Road,
Till Gadi, Andheri (E), Mumbai-400 069



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

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



Kandarp
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Shri G.P.M. Degree College of Sci & Comm,
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श्रीम. श्यामपतीदेवी मिश्रा एज्युकेशनल ट्रस्ट
 (Reg. No. 1217248&4848)

Year	Course	No. of Teachers	Total
2018-19	Commerce	4	66
	Accounting and Finance	2	
	Economics	2	
	Accountancy	5	
	Mathematics and Statistics	3	
	Environmental Science	1	
	Business Communication/ English	5	
	B.M.S.	5	
	B.Sc. Computer Science	4	
	B.Sc. Information Technology	4	
B.M.A.	4		
	Total	29	66
2019-20	Commerce	3	58
	Accounting and Finance	2	
	Economics	2	
	Accountancy	3	
	Mathematics and Statistics	3	
	Environmental Science	1	
	Business Communication/ English	3	
	B.M.S.	3	
	B.Sc. Computer Science	3	
	B.Sc. Information Technology	4	
B.M.A.	2		
	Total	30	58

Year	Total no. of Teacher's
2018 - 19	49
2019 - 20	39
2020 - 21	29
2021 - 22	30
2022 - 23	30
Grand Total	177

For Smt. Shyampatidevi Mishra Educational Trust

 President



Kandarp
 I/C Principal
 Shri G.P.M. Degree College of Sci & Comm,
 Rajarshi Shahu Maharaj Road,
 Talli Gad, Andheri (E), Mumbai-400 069



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Appointment Letters From Academic Year 2018 - 23



Kandarp
I/C Principal
Shri G.P.M. Degree College of Sci & Comm,
Rajarshi Shahu Maharaj Road,
Till Gadi, Andheri (E), Mumbai-400 069

Academic Year
2018 - 2019



Smt. Shyamapateevi 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 Pune.
Rajawshi Shehu Maharsaj Road, Andheri (E), Mumbai - 400089. ☎:2684 0622/2683 3455

Date: 18/06/2018

Miss. Disha Govalkar
105 A- Wing, Dhya 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 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 and 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 and 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 / 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. Salary shall be calculated as per the biometric attendance. 03 late mark 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 discrepancy 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. It should 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, the offer shall be deemed as cancelled and void.

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

Your's truly,

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


15/06/2018
(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 Appointment.


Disha Govalkar
Date: 18/06/2018



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 Pimpri.
Rajarshi Shahu Maharaj Road, Andhari (E), Mumbai - 400068. ☎:2684 0822/2883 3465

Date: 01/06/2018

Miss. Farha Sheikh
108 D- Wing, SAHA Apartments
Bandra (East)
Mumbai-400051

Letter of Appointment

Miss. Farha Sheikh

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andhari - 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. 18,000/ (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 encashed. 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-noto 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, 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, breed, 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 in 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, telephone 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 be tantamount to an act of indiscipline.
28. You agree not to engage yourself directly or indirectly in any service or business other than that of the institution and shall not allow your 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 generated by you during the course of your engagement in strict confidence. You will not copy or make any use of such information / documents at any time, disclose or divulge or use the same for 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, 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 provided in your previous employment records. If you are found to have suppressed any material information 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 of management from time to time and any breach of the conditions of termination. If at any time, in the opinion of the organization's management you are insolvent or found guilty of dishonesty, disobedience, insubordination, indiscipline, absence from duty without permission, detrimental to our interest or violation of one or more terms of employment, you may be terminated without notice and / or reason without any assignment.

35. Your services are transferable to any other institution run by the management. You can also be sent on deputation to other institutions by the management.

36. You agree that the emoluments / cost to organization are in part mandatory. You agree to perform such other duties and conform to any assignment as may be required or be issued to you from time to time by the management.

37. In case of all dispute / confusion / clarification related to the terms and conditions of assignment shall be final and binding. All legal disputes would be subject to the jurisdiction of Mumbai Court's only.

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

39. This assignment is made on the basis of information provided to us at the time of interview and your representation that you are qualified to work in our institution under rules and regulations prescribed by the Maharashtra State Board of Secondary & Higher Secondary or other authorities.

40. We have biometric system of attendance and every teacher/employee will be required to punch through biometric device by punching every day at the time of arrival at the college. Salary shall be calculated as per the biometric attendance. Every day's absence from college. Every employee of the College shall be responsible for any discrepancy due to his lapses or otherwise, immediately if otherwise college will not be responsible for the same. Any attendance taken after the end of the said day.

41. Your performance shall be reviewed on semester basis. If your performance is unsatisfactory, then your services may be terminated in mid-semester. If the above terms and conditions are acceptable to you, please accept the assignment terms, by signing and returning one copy, for our records. A photocopy of government photo identification (such as driving license) shall be submitted along with the signed copy of the letter. If no reply accepting the assignment terms is received, the offer shall be cancelled and void.

We look forward to working with you in an institution that is committed to excellence in the field of education.

Yours truly,

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


 (Dr. Mrs. Vandana Sinha)
 Principal



I have read, understood and have accepted the terms and conditions of the above Appointment.


 Miss. Farha Sheikh
 Date: 01/06/2018

regulations as prescribed by the management, which may include termination, which is final in this matter, if your behavior, negligence, or other conduct considered by us to be unsatisfactory, this assignment may be terminated without notice and / or reason as mentioned in clause 7. Your services are transferable to any other institution run by the management. You can also be sent on deputation to other institutions by the management. You agree that the emoluments / cost to organization are in part mandatory, which is to be performed in accordance with the instructions relating to your assignment as may be required or be issued to you from time to time by the competent / designated authority.

In this letter, the decision of the management shall be final and binding. All legal disputes would be subject to the jurisdiction of Mumbai Court's only.

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

This assignment is made on the basis of information provided to us at the time of interview and your representation that you are qualified to work in our institution under rules and regulations prescribed by the Maharashtra State Board of Secondary & Higher Secondary or other authorities.

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We look forward to working with you in an institution that is committed to excellence in the field of education.

Yours truly,

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

I have read, understood and have accepted the terms and conditions of the above Appointment.



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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 Mumbai.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education. Pust.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎: 2684 0822/2683 3455

Date: 01/06/2018

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

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. 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.
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 encashed. The same cannot be claimed as matter of right.
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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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.

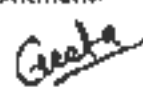
Your's truly,

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. Geeta Rambali Yadav
Date: 01/06/2018



Smt. Shyamapadidevi 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 Pune.
Rajawshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. T:2684 0622/2683 3466

Date: 01/06/2018

Mr. Kailashnath Amarnath Pandey
162, Mohan Bldg., Laxmi Chawl,
R- No 8 A, Jss Road, Gurgaon
Mumbai-400004

Letter of Appointment

Mr. Kailashnath Amarnath 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 01/06/2018. 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. 18,000/ (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 encashed. 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.
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 in 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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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.


Mr. Kellashri Amarnath Pandey
Date: 01/06/2018



Date: 01/06/2018

Ms. Kausar Altar
D-1002, Sagar Height Sakinaka,
Andheri (East)
Mumbai-400072

Letter of Appointment

Ms. Kausar Altar

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. 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 encashed. 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 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 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 in 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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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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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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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. Vasidaha Sinha)
Principal



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


Ms. Kausar Attar
Date: 01/06/2018



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

Letter of Appointment

Ms. Komal Dubey

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 13/05/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 13/05/2018 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.
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/- (Sixteen 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 encashed. 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-recto 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.
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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.
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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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.
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 in the presence of students.
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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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.



Ms. Komal Dubey

Date: 13/06/2018



Mr. Lankush Kumar Shukla
Ambawadi, S.V. Road, Mariyam Bai Chawl,
Rahim Baug, Room No 6,
Dahisar East, Mumbai-400068

Letter of Appointment

Mr. Lankush 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 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proved to be false or if you are found to have wilfully 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 / 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. 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, Smt. 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. Ravkush Kumar Shukla
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 Mumbai.
Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajarshi Shanku, Matangola Road, Andheri (E), Mumbai - 400089. Ph. 2584 0822/2583 3455

Date: 12/07/2018

Mr. Laxman Chaudhary
C-303 Alkapuri Achole Road,
Near Nadbrahma Shiv Mandir,
Nalasopara (E), Mumbai-401209

Letter of Appointment

Mr. Mr. Laxman 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:

1. 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. 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 pro-rata 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.
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, 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 in 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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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



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

Mr. Laxman Chaudhary
Date: 12/07/2018



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Smt. Shyamapattidevi 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 Pune.
Rajawadi Shahu Mahant Road, Andheri (E), Mumbai - 400069. T: 2684 0822/2683 3454.

Date: 01/06/2018

Ms. Mamta Yadav
10/28 Moraya Chawl,
Nay Shakti 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 & 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. 22,000/ (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 encashed. 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 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 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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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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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 in 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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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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.

Yours 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.

Ms. Manita Yadav
Date: 01/06/2018



Mr. Mannu Brijbhushan Singh
B/405 Dwarika Mal Chs,
9D Feet Road, Mulund East,
Mumbai 400081

Letter of Appointment

Mr. Mannu Brijbhushan 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 01/06/2018. 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 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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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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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We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Yours truly,

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


(Dr. Mrs. Vandana Sinha)
Principal



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

Mr. Mannu Brijbhawan Singh

Date: 01/05/2018



Mr. Manoj Heda
B 1101-02 Spectra,
Veera Desai Road, Andheri West,
Mumbai 400053

Letter of Appointment

Mr. Manoj Heda

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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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 Pro-rate 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.
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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. Varidana Sinha)
Principal



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

Mr. Manoj Heda

Date: 01/06/2018



Ms. Meena Banarsiram Jaiswar
C/O budha Vihar, Near Punjabi Colony,
Shastri Nagar, Uthasagar 3,
Uthasagar -421003, MH-India

Letter of Appointment

Ms. Meena Banarsiram Jaiswar

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.
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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 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.

Yours 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.

Ms. Meena Banarsiram Jaiswar

Date: 01/06/2018



Smt. Shyampaldevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3456

Date: 01/06/2018

Mr. Mohammad Tahir Ansari
2/15, Sakina Bai Chawl, Parsiwada,
Sahar Road, Andheri-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 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to be false or if you are found to have wilfully 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.

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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 void.

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

Yours truly,

For, Smt G.P.M. Degree College of Sciences & Commerce.


(Dr. Mrs. Vaishana Sinha)
Principal



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

Mr. Mohammad Tahir Ansari

Date: 01/06/2018



Ms. Neetu Ramchandra Pandey
1203, 2c, N.G. Society,
Kandivali (E),
Mumbai 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 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 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 Pro-rata 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.
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, assessment, Non-Teaching Assignments etc.

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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 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.

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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.

Vandana Sinha
01/06/2018
(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.

Neetu Pandey
Ms. Neetu Ramchandra Pandey
Date: 01/06/2018



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

Letter of Appointment

Ms. Neha Bhushan 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 23/08/2018 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 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 Pro-rate 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.
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-note 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.
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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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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 in 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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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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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.


Ms. Neha Bhushan Sawant
Date: 23/02/2018



Ms. Nikita Malap

Old Hanuman 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 Assl. Professor. We would like to avail your service with effect from 11/06/2018. The terms and conditions of your assignment are as follows:

1. 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, 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 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 encashed. 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 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 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 accepted all terms and conditions as mentioned in the above Letter of Appointment.

Ms. Nikita Malap
Date: 11/06/2018



Mr. Niraj Kumar Pandey
109, A-Wing Ankur Apt,
Kanyasada, 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 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 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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. 08 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 Anha)
Principal



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

Mr. Niraj Kumar Pandey

Date: 02/07/2018



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

Letter of Appointment

Mr. 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:

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. 18,000/ (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 encashed. 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 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 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.

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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 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 / INCTE / 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. Vanidha Sinha}
Principal



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

Mr. Parag Gala

Date: 01/06/2018



Date: 21/06/2018

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

Letter of Appointment

Ms. Pooja Patel

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 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.
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 encashed. 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.
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 in 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 proves to 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 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.

Ms. Pooja Patel

Date: 21/06/2018



Mr. Pradeep Singh
Room No 78 Lal Bhaadur Nagar,
Salt Pan Road Wadala,
Mumbai- 400037.

Letter of Appointment

Mr. 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 Asst. Professor. We would like to avail your service with effect from 06/06/2018. The terms and conditions of your assignment are as follows:

1. 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.
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. 17,500/ (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 encashed. 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.
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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 in 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.
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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 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 proves to 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.
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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.

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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 accepted all terms and conditions as mentioned in the above Letter of Appointment.

Mr. Pradeep Singh

Date: 06/06/2018



Smt. Shyamapaldevi 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 Pene.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎:2684 0822/2683 3455

Date: 01/06/2018

Ms. Priya Poojari
Room No -70, Innaewadi,
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 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 emoluments 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 Science & Commerce.


(Dr. Mrs. Vanashila Sinha)
Principal



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

Ms. Priya Poojari

Date: 01/06/2018



Mr. Rajesh Yadav
202/A, Salsadan Chs,
Mhada, Malvani,
Malad-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/ (Sixteen 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 encashed. 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.
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 in 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 proves to 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 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 AKTE / 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.

Mr. Rajesh Yadav

Date: 26/06/2018



Mr. Rajitram Yadav
Room No-7, Shamunath Shukla Chawl,
Nirmal Nagar, Khar East,
Mumbai- 400051.

Letter of Appointment

Mr. Rajitram 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:

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 Pro-rate 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.
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.
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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.
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 in 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 proves to 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 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 accepted all terms and conditions as mentioned in the above Letter of Appointment.

Mr. Rajitram Yadav

Date: 01/06/2018



Mr. Raja Mistry

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

Letter of Appointment

Mr. Raja 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 Assl. 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 encashed. 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.
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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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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 in 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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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 accepted all terms and conditions as mentioned in the above Letter of Appointment.

Mr. Raju Mistry

Date: 01/06/2018



Smt. Shyamapidevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2884 0822/2883 3466

Date: 01/06/2018

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

Letter of Appointment

Mr. Ramesh Kumar 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:

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 emoluments etc. are strictly confidential and should not be shared or informed to others.
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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.
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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 indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or in 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, except 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 proves to 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 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.

Mr. Ramesh Kumar Yadav

Date: 01/06/2018



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Smt. Shyampalidevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎: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.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 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 encashed. 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.
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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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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.

Ms. Ranjeeta Prajapati
Date: 02/07/2018



Smt. Shyamapaldevi 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 Pune,
Rajawshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Date: 01/10/2018

Ms. Ratna 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:

1. 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.
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. 8,100/ (Eight Thousand One 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.
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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 terms and conditions as mentioned in the above Letter of Appointment.

Ms. Ratna Kambale

Date: 01/10/2018



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 Maharashtra State Board of Secondary & Higher Secondary Education Pune,
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎: 2664 0622/2663 9455

Date: 01/06/2018

Ms. Renuka Jannadas Soni
401, Badrivishal Building,
Kestkipada, Dahisar
Mumbai- 400068.

Letter of Appointment

Ms. Renuka Jannadas 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:

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. 18,000/- (Eighteen Thousand Only) per month. Statutory deductions will be as applicable by the law.
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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 prescribed hours including Saturdays of each month and if required on weekly off / during Holidays.
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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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 Singh)
Principal



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

Ms. Renuka Jannadas 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 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

Date: 01/06/2018

Mr. Rohit Gupta
Room No 7472/2 Hill No 2,
Shivpuri Chawl Chs, Narayan Nagar, Near Ahmedji Masjid
Ghatkopar (West), Mumbai- 400086.

Letter of Appointment

Mr. Rohit 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 01/06/2018. 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. 16,500/ (Sixteen 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 encashed. 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-memo 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, 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.
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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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.

Yours truly,

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


(Dr. Mrs. Vandana Sinha)
Principal



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

Mr. Rohit Gupta
Date: 01/06/2018



Mr. Laxman Chaudhary
C-308 Akapuri Achale Road,
Near Nadbramha Shiv Mandir,
Malasopara (E), Mumbai-401209

Letter of Appointment

Mr. Mr. Laxman 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:

1. 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. 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 encashed. 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.
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.
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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 in 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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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.

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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 Court's only.

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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 / 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. 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:

Vanidana Sinha
22/07/2018
(Dr. Mrs. Vanidana Sinha)
Principal



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

Laxman Chaudhary
Mr. Laxman Chaudhary

Date: 22/07/2018



Ms. Mamta Yadav
10/28 Moraya Chawl,
Nav Shakti 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 & Commerce at Anandheri - 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. 22,000/- (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 Pro-rata 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.
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.
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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.
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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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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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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except on legal obligation, any information regarding the organization's affairs or work carried out whether the same made known / available to you or became 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 supercedes 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 proves to 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 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 Sinhal
Principal



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


Ms. Mamta Yadav
Date: 01/06/2018



Date: 16/07/2018

Mr. Ajit Kumar Patel
Room No. 144, Patel Compound
W F Society Karar Village Malad (E),
Mumbai -400097

Letter of Appointment

Mr. Ajit Kumar Patel

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.
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/- (Sixteen 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 encashed. 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 8 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 in 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.
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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 void.

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

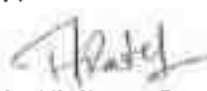
Your's truly,

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. Ajit Kumar Patel
Date: 16/07/2018



Date: 05/06/2018

Mr. Amir Ahmed
 Flat No-2, Old Jamil Bldg.,
 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 effect from 05/06/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 05/06/2018 and ends on 30/11/2019. 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. 11,300/- (Eleven Thousand Three 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 encashed. 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.
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 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 in the presence of students.
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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 terms and conditions as mentioned in the above letter of Appointment.

Mr. Amir Ahmed
Date: 05/06/2018



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Smt. Shyampatleevi 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 Pune.

Rajawade Shahu Maharaj Road, Andhari (E), Mumbai - 400069. ☎: 2684 0622/2683 3455

Date: 04/06/2018

Mr. Anand Bahadur Vishwakarma
Narjeevan Seva Society, Jay Ambey Chawl,
Vadivali Gosalka Road, Sanjay Nagar,
Kandivalli (W) Mumbai-400067

Letter of Appointment

Mr. Anand Bahadur Vishwakarma

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Andhari - 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 04/06/2018 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 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 encashed. The same cannot be claimed as matter of right.
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Your's truly,

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

Kandela
04/06/2018

(Dr. Mrs. Vandana Sinha)
Principal



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

Anand Behadur

Mr. Anand Behadur Vishwakarma
Date: 04/06/2018

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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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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 or partnership, or joint venture between you and the organization.



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 Pune
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0622/2693 3456

Date: 17/06/2018

Miss. Bhavik Nawa
217, Shyam Bhavan Balaram Patil Road
Near Parasnath Jain Mandir,
Bhayander East Thane - 401105

Letter of Appointment

Miss. Bhavik Nawa

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 17/06/2018. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period 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.
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. 20,500/ (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 encashed. 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.
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.
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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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 / DYE / 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.

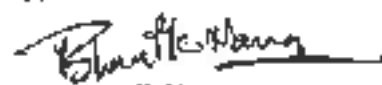
Yours truly,

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.



Miss. Bhavik Nawa

Date: 17/06/2018



Smt. Shyamapati Devi 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 Pune.
 Pt. Jyoti Shahu Maharaj Road, Andheri (E), Mumbai - 400069. T-2684 0622/2683 3455

Date: 03/07/2018

Mr. Chandrabhan Tejrayan Singh
 Room No 396, Jan Shakti Nagar,
 Opp Hanjar Nagar, Malpa Dongri No 2, Pump House,
 Andheri East, Mumbai-400093

Letter of Appointment

Mr. Chandrabhan Tejrayan 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 03/07/2018. The terms and conditions of your assignment are as follows:

1. 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.
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., ETC, 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 encashed. The same cannot be claimed as matter of right.
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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.

Vandana
03/07/2018
(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. Chandrabhan Tejrayya Singh

Date: 03/07/2018

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Smt. Shyamapateyji 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 Pune.
Rajawshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. P-2684 DB22/2683-5455

Date: 01/06/2018

Miss. Chhaya Rai
105 A- Wing, Divya Apartments
Malad (East)
Mumbai-400097

Letter of Appointment

Miss. 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:-

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. 18,000/ (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 encashed. The same cannot be claimed as matter of right.
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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 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 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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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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to be false or if you are found to have wilfully 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.


01/06/2018
(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.

Miss. Chhaya Rai
Date: 01/06/2018



Date: 01/11/2018

Ms. Rupali Chaudhary
Room No 7472/2 Hill No 2,
Sanjay Nagar
Ghatkoper (East), Mumbai- 400086.

Letter of Appointment

Ms. Rupali 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:

1. 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 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.

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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 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.

Ms. Rupali Chaudhary

Date: 01/11/2018



Smt. Shyampradidevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎:2664 0822/2683 3455

Date: 04/06/2018

Mr. Sainarayan Singh
C/004, SMI Angan Bld, Ramdev Park,
Shivar Garden,
Mira-Bhayandar Road, Thane-401107.

Letter of Appointment

Mr. Sainarayan 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 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 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 encashed. 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.
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 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 in 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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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. Sainarayan Singh

Date: 04/06/2018



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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 Mumbai.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune.

Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2883 3455

Date: 02/07/2018

Ms. Samina Hanif Chaudhary
101, A Wing, Crystal Enclave,
Military Road, Marol,
Andheri East, Mumbai 400059.

Letter of Appointment

Ms. Samina Hanif 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 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. 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 encashed. The same cannot be claimed as matter of right.
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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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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.


Ms. Samina Hanif Chaudhary
Date: 02/07/2018



Ms. Sana Siddiqui
Room No 503, Agarwal Estate,
Opp Hill Park Tower,
Jogeshwari West, Mumbai-400102.

Letter of Appointment

Ms. Sana Siddiqui

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 encashed. 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-noto 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, 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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.
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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.

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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 the terms and conditions as mentioned in the above Letter of Appointment.


Ms. Sana Siddiqui
Date: 24/07/2018



Smt. Shyamapaldevi 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 Pune.
Rajawshi Shahu Mahara) Road, Andheri (E), Mumbai - 400069. ☎:2684 0622/2683 3455

Date: 01/06/2018

Ms. Shalini Clayton
C/004, Sai Angan Bld, Ramdev Park,
Shirur Garden,
Mira-Bhayandar 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 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. 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 encashed. The same cannot be claimed as matter of right.
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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.
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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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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 in 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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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.


Ms. Shalini Clayton
Date: 01/06/2018



Smt. Shyamputidevi 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 Pune.
Rajawshi Shahu Maharaj Road, Andheri (E), Mumbai - 400068. ☎: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 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. 16,500/- (Sixteen 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 Pro-rate 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.
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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. Vandana Shinde)
Principal



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


Ms. Shashi Tiwari
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 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

Date: 01/06/2018

Ms. Sheetal Panchal
27/Sukhari Manilal Compound,
Sahar Road, Koldongri,
Andheri (East), Mumbai - 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:

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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 or partnership, or joint venture between you and the organization.

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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.

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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 terms and conditions as mentioned in the above Letter of Appointment.


Ms. Sheetal Panchal
Date: 01/06/2018



Smt. Shyampalidevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400059. ☎: 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.
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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.
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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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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 Shinde)
Principal



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

Ms. Shruti Bole

Date: 01/06/2018



Smt. Shyampaldevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Date: 11/06/2018

Ms. Sindhudevi Pandey
302/S Sheetal Bldg, Chawre Shankut,
Bolinj Naka, Virar (West)
Mumbai: - 401303.

Letter of Appointment

Ms. Sindhudevi 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 11/06/2018. The terms and conditions of your assignment are as follows:

1. 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, 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 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 encashed. The same cannot be claimed as matter of right.
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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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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.

Ms. Sindhudevi Pandey

Date: 11/06/2018



(180)

Smt. Shyampati Devi 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 Pune.
Rajawshi Shaikh Maharaaj Road, Andheri (E), Mumbai - 400005. ☎: 2084 0822/2683 3455

Date: 01/06/2018

Ms. Sonam Sharma
A/15 Prakash Sadan, Mohili Village,
Pipe Line, Sakinaka S.O.
Andheri East, Mumbai - 400072.

Letter of Appointment

Ms. Sonam Sharma

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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.

Yours 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.

Ms. Sonam Sharma
Date: 01/06/2018



Smt. Shyamapaddevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0622/2683 3488

Date: 16/07/2018

Ms. Swaleha Falzan Deshmukh
Diamond Sagar, B-107, Near market restaurant,
S.v. Road,
Jogeshwari 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:

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.
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 encashed. 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.
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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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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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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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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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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.

Ms. Swaleha Faizan Deshmukh

Date: 16/07/2018



Smt. Shyamapaldevi 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 Pune.
Rajarsi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎:2884 0522/2683 3455

Date: 27/08/2016

Ms. Tejal 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 Asst. 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, hereinafter referred as emoluments will be Rs.17,500 (Seventeen Thousand Five Hundred Only) per month. Statutory deductions will be as applicable by the law.
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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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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.

Ms. Tejal Maskare

Date: 27/08/2016

Academic Year
2019 - 2020



Smt. Shyamapaddevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎: 2684 0822/2683 3455

Outward No.:

Date: 16/10/2019

Mr. Dilip Kumar Shah
Room No. 703 Khandwala Datta
Mandir Road Vakola Bridge
Santa Cruz East 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:

1. 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/ (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 Pro-rate 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.
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, 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proved to 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 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


Mr Dilip Kumar Shah
Date: 16/10/2019





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

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Rejarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0622/2683 3455

Outward No. _____

Date: 25/06/2019

Mr. Dinesh Zote
Mahatma Phule Chawl No. 06,
Khand Nagar, Kandivali East,
Mumbai 400101.

Letter of Appointment

Mr. Dinesh Zote

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 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.
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 encashed. 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.
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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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 in 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.
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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 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 proves to 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.
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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 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.

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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 terms and conditions as mentioned in the above Letter of Appointment.


Mr. Dinesh
Date: 25/06/2019





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 ☎:2664 0622/2663 3456

Outward No.: 006/2019-20

Date: 01/06/2019

Mrs. Geeta R. Yadav
Lok Seva Chawl,
Jijamata Road, Pumphouse,
Andheri (E), Mumbai-400093.

Letter of Appointment

Dear, 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 for the position of Faculty. We would like to avail your service with effect from 01st June 2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01st June 2019 and ends on 30th 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 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 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 Pro-rata 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.
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 atleast 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 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 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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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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24. You will not indulge in consumption of innocuous of any kind whatsoever. You will not smoke / chew tobacco / gulka / pan inside the institution premises and / or in 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.
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- proved to 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.
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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 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. 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.


(Mrs. Geeta R. Yadav)

Date: 01/06/2019



Smt. Shyamapati Devi 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 Pune.
Rajawadi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2984 0822/2683 3455

Outward No.: _____

Date: 15/06/2019

Ms. Shah Gulafsha Zameer Ahmed
Flat No.612,6th Floor,
Olden Sunrise Co-Op Hsg Society, Palwadi,
Mumbai(E), Mumbai: 400017.

Letter of Appointment

Ms. Shah Gulafsha Zameer 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 effect from 16/06/2019. The terms and conditions of your assignment are as follows:

1. 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-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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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, Smt G.P.M. Degree College of Science & Commerce,


(Dr. Mrs. Vandana Sinhal)
Principal

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


Ms. Shah Gulnisha Zameer Ahmed
Date: 15/06/2019





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

Degree College : Affiliated to University of Mumbai.

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Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2694 0922/2683 3455

Outward No. _____

Date: 06/06/2019

Mr. Hiren Ramesh Kamariya
Room No 20 Warden Chawl,
Sant Seva Path 3, Balaji Hospital Lane
Byculla Mumbai 400027.

Letter of Appointment

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 Andheri - 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:

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 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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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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 Shaha)
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 COLLEGE

Degree College : Affiliated to University of Mumbai
Junior College : Affiliated to Maharashtra State Board
Rajarshi Shahu Maharaj Road, Andheri (E)



Mahara Educational Trust's
SCIENCE & COMMERCE

for Secondary Education Pune.
☎: 2664 0622/2663 3455

Ourward No.: 022/2019-20

Date: 01/06/2019

Mrs. Kansar S. Atar
Room No. 1002, D- Wing,
Sagar Height, Sakinaka,
Andheri (E), Mumbai - 400072.

Letter of Appointment

Dear Mrs. Kansar S. Atar

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 services with effect from 01st June 2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01st June 2019 and ends on 30th 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 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 Pro-rata 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.
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 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 handwriting. 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 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 proscribed 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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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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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 in 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 qualifications, 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.
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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 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 College of Science & Commerce


(Dr. Mrs. Vandana Sinha)
Principal
Authorized Signatory



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


(Mrs. Kanar S. Attar)

Date: 01/06/2019



SHRI G.P.M. DEGREE COLLEGE

Degree College : Affiliated to University of Mumbai
Junior College : Affiliated to Maharashtra State
Rajarshi Shahu Maharaj Road, Andheri



Mishra Educational Trust's
SCIENCE & COMMERCE

Higher Secondary Education Pune.
Ph. No: 2684 0822/2683 3455

code - And - 104

Outward No.:032/2019-20

Date: 04/10/2019

Mr. Ketan Chindarkar
Room No:-79, BLDG NO.-3,
B.D.D Chawl Sewree,
Near Station, Sewree (W),
Mumbai - 400015.

Letter of Appointment

Dear 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 for the position of Faculty. We would like to avail your service with effect from 04th October 2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 04th October 2019 and ends on 30th 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 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 to 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 Pro-rata 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.
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 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 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 claims 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 lapse 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 truly,

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

Vandana
(Dr. Mrs. Vandana Sinha)
Principal
Authorized Signatory



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

Ketan
(Mr. Ketan Chindarkar)

Date: 04/10/2019



Outward No.: _____

Date: 08/08/2019

Miss. Kiran M Prajapati
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 Asst. Professor. We would like to avail your service with effect from 08/08/2019. The terms and conditions of your assignment are as follows:

1. 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 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 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.


Miss. Kiran M Prajapati
Date: 08/08/2019





Smt. Shyamapalidevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎: 2684 0622/2683 3455

Outward No.: _____

Date: 03/10/2019

Miss. Linnat Parackal
B/303, Shree Krishna Complex
Opp National Park Borivali East.

Letter of Appointment

Miss. Linnat Parackal

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 03/10/2019. 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 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 encashed. 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.
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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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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.
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 in 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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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 AKTE / 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 conditions as mentioned in the above Letter of Appointment.


Miss. Linnat Puroikal
Date: 03/10/2019





(119)

Smt. Shyampaldevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Outward No.:

Date: 01/06/2019

Mrs. Mamta S Yadav
Ridhi, Sidhe Apartment
Linking Road Indira Nagar
Santa Cruz (West)

Letter of Appointment

Mrs. Mamta S 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 01/06/2019. 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. 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 Sirota)
Principal

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


Mrs. Manjira S Yadav
Date: 01/06/2019





Smt. Shyampatldevi 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 Pune,
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎:2684 0622/2683 3455

Outward No.:

Date: 15/06/2019

Miss. Mamta D Yadav
10/28, Mourya Chawl,
Nay Shakti Nagar,
Belrum Baug Jogeshwari West,
Mumbai-400102.

Letter of Appointment

Miss. Mamta D 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 Faculty. We would like to avail your service with effect from 15/06/2019. The terms and conditions of your assignment are as follows:

1. 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-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 encashed. 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.
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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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 in 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.
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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 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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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 proved to 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 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.

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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 terms and conditions as mentioned in the above Letter of Appointment.


Miss. Mamta D Yadav

Date: 15/06/2019



Smt. Shyampalidevi 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 Pune.
 Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎:2684 0822/2683 3455

Outward No. _____

Date: 19/12/2019

Mrs. Manisha Bhanudas Suryawanshi
 A-4, Gokul Enclave, Agarwal Gardens
 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:

1. Your assignment for a fixed period commences 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 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 encashed. 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-noto 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.
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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.
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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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 in 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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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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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 mentioned conditions as mentioned in the above letter of Appointment.



Mrs. Manisha Bhanudas Suryawanshi

Date: 19/12/2019



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Smt. Shyamapatevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400059. ☎:2684 0622/2683 3466

Outward No. _____

Date: 15/06/2019

Mrs. Minakshi Gupta
Room No.28, Strata Safalya
Society, Sandosh Nagar
Goregaon East, Mumbai-400063

Letter of Appointment

Mrs. Minakshi 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 15/06/2019. The terms and conditions of your assignment are as follows:

1. 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-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 encashed. 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 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 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 in 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 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 / 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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. Minakshi Gupta
Date: 15/06/2019



SHRI G.P.M. DEGREE COLLEGE

Degree College : Affiliated to University of Mumbai
Junior College : Affiliated to Maharashtra State Board
Rajarshi Shahu Maharaj Road, Andheri (E)



Mishra Educational Trust's
SCIENCE & COMMERCE

Higher Secondary Education Pune.
P. O. : 2684 0822/2883 3455

Outward No.: 036/2019-20

Date: 06/11/2019

Ms. Neha Vinod Singh
B- 303, Savariya Apt.
Yashwant Shrushti Phase-I,
Nallasopara (west), Near virar,
Nilemora - 401203.

Letter of Appointment

Dear, Ms. Neha Vinod Singh

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 effect from 06th November 2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 06th November 2019 and ends on 30th 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 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 affiliative 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 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 a 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 Pro-rata 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 employees cannot proceed on leave till it is sanctioned. Leave cannot be encashed. The same should 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 at least sixty 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 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 claims 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 you 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 / gulka / pan inside the institution premises and / or in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.
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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.J.M. Degree College of Science & Commerce


(Dr. Mrs. Vandana Sinha)
Principal
Authorized Signatory



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


(Ms. Neha Vinod Singh)
Date: 06/11/2019



Smt. Shyampatidevi MIsara 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Outward No.:

Date: 01/06/2019

Ms. Neha S.B Singh
Kailash Singh Chawl No 2, Room No 3,
Janlya Compound, Poisar 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 01/06/2019. 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. 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 encashed. 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.
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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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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 in 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.
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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 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 proves to 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 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 mentioned in the above Letter of Appointment.


Ms. Neha S.B. Singh
Date: 01/06/2019

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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 Mumbai.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2664 0622/2663 3455

outward no. _____

Date: 01/06/2019

Mr. Niraj 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:

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 encashed. 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.
14. You will be responsible in the general organization of all activities including holding periodical examinations, 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.

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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.

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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 terms and conditions mentioned in the above Letter of Appointment.


Mr. Niraj Kumar Pandey
Date: 01/06/2019

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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 Mumbai.
Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajawade Shahu Maharaj Road, Andheri (E), Mumbai - 400058. Q:2684 0822/2683 3455

Date: 09/09/2019

Outward No.: _____

Ms. Pallavi P. Gorpade
A/14 Old Police Line,
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 services with 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 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 you 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 encashed. The same cannot be claimed as matter of right.
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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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We look forward to working with you in an institution that is challenging, stimulating and striving towards excellence in the field of education.

Yours truly,

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


09/09/2019
(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.



Ms. Pallavi P. Gorpade

Date: 09/09/2019



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 Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Outward No. _____

Date: 26/08/2019

Mr. Sangale Pradeep G.
Vinayak Vihar Chs Ltd,
Room No 16, Kalamboli Navi Mumbai

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 encashed. The same cannot be claimed as matter of right.
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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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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


Mr. Sangale Pradeep G.
Date: 26/08/2019





Outward No.:

Date: 22/06/2019

Ms. Priya Rakesh Dubey
401 4th Floor Guna Vihar,
Vasant Nagar, Vasai-401201

Letter of Appointment

Ms. Priya Rakesh Dubey

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:

1. Your assignment for a fixed period commences from 22/06/2019 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. 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 Senha)
Principal



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


Ms. Priya Rakesh Dubey
Date: 22/06/2019



SHRI G.P.M. DEGREE COLLEGE

Degree College : Affiliated to University of Mumbai
Junior College : Affiliated to Maharashtra State Board
Rajarshi Shahu Maharaj Road, Andheri West, Mumbai - 400058



Devi Mishra Educational Trust's
DEGREE COLLEGE OF SCIENCE & COMMERCE

Devi Mishra Educational Trust's
& Higher Secondary Education Pune,
400060 ☎:2684 0822/2683 3455

Outward No.: 020/2019-20

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 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 effect from 06th June 2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 06th June 2019 and ends on 30th 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 date and similar 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 to 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 Prorata 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.
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 unilaterally 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 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 continuation are subject to your having been found medically (physically and mentally) fit by an authorized and recognized Medical Practitioner.



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Smt. Shyamapaldevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3456

Outward No.:

Date: 16/06/2019

Mrs. Ranjeeta Prajapati
4, Jaan Munir Mohd.
Sow Charvi, P. P. Road,
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 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:

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 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.
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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.
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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.

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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 / 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. 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. Ranjeeta Prajapati

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 Maharashtra State Board of Secondary & Higher Secondary Education Pune,
 Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2884 0822/2683 3485

Outward No.

Date: 06/06/2019

Mrs. Shefali Singh
 405-Sunshine Apartment,
 Tejpal Scheme Road No5,
 Vile-Perte-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 Assst. 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 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. 25,000/- (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 encashed. 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 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 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 mentioned in the above Letter of Appointment.


Mrs. Shefali Singh

Date: 06/06/2019





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Smt. Shyampradidevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. t:2684 0822/2683 3455

Outward No. _____

Date: 16/06/2019

Mrs. Geeta R. Yadav
Lok Seva Chawl,
Tijamata Road, Pumphouse,
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 16/06/2019. 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 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 Pro-rata 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.
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, 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 in 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, except 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 proves to 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 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. Geeta R. Yadav

Date: 16/06/2019





Outward No. _____

Date: 15/06/2019

Miss. Aditi Chauhan
A-101 Panchsheel Building
Sir PM Road Chakala,
Andheri East Mumbai.

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 Asst. Professor. We would like to avail your service with effect from 15/06/2019. The terms and conditions of your assignment are as follows:

1. 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-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 encashed. 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.
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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 in 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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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 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.

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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 the terms and conditions as mentioned in the above Letter of Appointment.


Miss. Aditi Chauhan
Date: 15/06/2019



(95)

Smt. Shyamapadevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. Q: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/ (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 encashed. 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.
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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.
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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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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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 in 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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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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.



Miss. Anita Shekhar Kothare

Date: 27/11/2019



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 - 400068. ☎:2684 0622/2683 3455

Outward No.:

Date: 01/08/2019

Mrs. Anita Uttam Miskin
103/C, Radha Kunj, Tank Road
Bhandup - West Mumbai -400078

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 01/08/2019. The terms and conditions of your assignment are as follows:

1. 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 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 Pro-rata 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.
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, 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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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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.

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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 / 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.

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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


01/08/2019
(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. Anita Uttam Miskin

Date: 01/08/2019



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 Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Outward No.:

Date: 06/06/2019

Mrs. Anita S. Yadav
B-1/404 Ora Laxmi Nagar
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 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 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 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 Pro-rata 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.
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 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 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.
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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 in 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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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. Anita S. Yadav
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 Mumbai.
Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400059. ☎:2684 0622/2683 3466

Outward No:

Date: 01/06/2019

Miss. Chhaya Rai
105 A- Wing, Divya Apartments
Malad (East)
Mumbai-400097

Letter of Appointment

Miss. 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 01/06/2019. 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 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 encashed. The same cannot be claimed as matter of right.
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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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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 proves to 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 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 accepted 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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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 / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deemed authorities.

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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 accepted all terms and conditions as mentioned in the above Letter of Appointment.



Miss. Chhaya Rai

Date: 01/06/2019



Smt. Shyamapateidevi 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 Pune.
 Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎: 2584 0822/2683 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 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. 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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.

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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.

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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 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. Yashodana Shaha)
Principal

I have read, understood and have agreed to all terms and conditions 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 Maharashtra State Board of Secondary & Higher Secondary Education Pune
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎: 2684 0822/2683 3455

Outward No.: 009/2019-20

Date: 01/06/2019

Mrs. Keyana Suresh Lal Valeja
303/ A Wing, Mahudi Darshan,
Building, Dattani park, Kandivali (E),
Mumbai- 400101.

Letter of Appointment

Dear Mrs. Keyana Suresh Lal Valeja

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 effect from 01st June 2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01st June 2019 and ends on 30th 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 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. 25,000 (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 encashed. 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 atleast 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 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 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 in 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.
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proved to 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.

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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 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.
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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 Sinder)
Principal
Authorised Signatory



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


(Mrs. Reyana Suresh Lal Valeja)

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 Maharashtra State Board of Secondary & Higher Secondary Education Puna.
Rejarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0622/2883 3456

Outward No.:

Date: 03/06/2019

Ms. Shabana Shaikh
Flat No.511, Milap Society,
Juhu Lane, Andheri West,
Mumbai 400058.

Letter of Appointment

Ms. Shabana 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 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.
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 encashed. 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.
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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 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.
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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proved to 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 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


03/06/2019
(Dr. Mrs. Vandana Sinha)
Principal



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


Ms. Shabana Shaikh

Date: 03/06/2019



SHRI G.P.M. DEGREE COLLEGE

Degree College : Affiliated to University
Junior College : Affiliated to Maharashtra
Rajarshi Shahu Maharaj Road, A



127
paridexi Mishra Educational Trust's
SCIENCE & COMMERCE

Primary & Higher Secondary Education Pune.
- 400069. ☎:2684 0822/2683 3455

Outward No.:033/2019-20

Date: 07/10/2019

Ms. Shelnaz Modassar Sayyad
192 B, Railway Quarters,
Khar (E), Mumbai - 400051.

Letter of Appointment

Dear Ms. Shelnaz Modassar Sayyad

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Aundhri for the position of Faculty. We would like to avail your service with effect from 07th October 2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 07th October 2019 and ends on 30th 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 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.
3. Your emoluments etc. are strictly confidential and should not be shared or informed to others.
4. 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 Pro-rata 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.
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.
6. This assignment may be terminated by the Institution suo-moto by giving a notice period of atleast thirty working days or proportionate resignation amount in lieu thereof without assigning any reason therefor.
7. Letter of resignation should be submitted in the form of handcopy. Resignation without a required notice period is not acceptable.
8. 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.
9. 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.
10. 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.
11. The 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.
 - 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.
19. You will not abuse 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.
20. You will inculcate positive attributes including that of cleanliness, neatness and respect for orderly behavior in the students.
21. 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.
22. 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.
23. 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 in the presence of students.
24. 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 profession 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.
26. 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.
27. 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.
28. 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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.
29. 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.
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.
31. 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 proves to 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 reason.
35. Your services are transferrable 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 truly,

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

(Or Mr. *Vandana*
Vandana Sinha)
Principal
Authorized Signatory



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

(*Shelinaz*
Shelinaz Mudassar Sayyad)

Date: 07/10/2019



Smt. Shyamapatevi 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 Para. Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2884 0822/2663 3455

Outward No.:002/2019-20

Date: 11/06/2019

Ms. Shruti Bole
 63/E, Aptewadli Room No.12,
 Goldhale Road North Dadar (w),
 Mumbai- 400028.

Letter of Appointment

Dear, 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 for the position of Faculty. We would like to assign your services with effect from 11th June 2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 11th June 2019 and ends on 30th 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 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 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 Pro-rata 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.
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 atleast 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 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 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.
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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, Smt G.P.M. Degree College of Science & Commerce

Vandana

(Dr Mrs. Vandana Sinha)

Principal

Authorized Signatory



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

Shruti

(Ms. Shruti Bole)

Date: 11/06/2019



(13)

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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400059. Q:2684 0822/2689 3455

Outward No.

Date: 27/06/2019

Ms. Shweta Yadav
Badrinath Yadav Chawl,
Room No 02, Chaturam Pada 02,
Dahisar East-400068

Letter of Appointment

Ms. Shweta 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 27/06/2019. The terms and conditions of your assignment are as follows:

1. 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 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proved to 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 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.


22/06/2019
(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.



Ms. Shweta Yadav

Date: 27/06/2019



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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 Mumbai.

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

Outward No.

Date: 01/06/2019

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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 AKTE / 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 mentioned in the above Letter of Appointment.


Mr. Sujest Kumar Kanooja
Date: 01/06/2019



Smt. Shyamapattidevi 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 Pune.
Rajarsi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎:2684 0822/2683 3455

Outward No. _____

Date: 11/12/2019

Mrs. Vinita Bajpai
Flat No. 601, Bliss Global
Arena Naigaoon East
Tiwari 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 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:

1. 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 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 encashed. 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.
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 in 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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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.


11/12/2019
(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. Vinita Bajpai

Date: 11/12/2019



Outward No.:031/2019-20

Date:12/07/2019

Ms. Vyanjana Fulchand Yadav
Room No:-207, near Sangam,
Nagar Police Chowki, Antophill,
Wadala Mumbai - 400037.

Letter of Appointment

Dear, 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 Andheri for the position of Faculty. We would like to avail your service with effect from 12th July 2019. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 12th July 2019 and ends on 30th 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 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 3 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Pro-rata 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.
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 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 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 continuation 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 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 / of 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
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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 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 College of Science & Commerce


(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.


(Vyankam Fulchand Yadav)

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 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.
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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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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

Outward No.: 115/2020

Date: 17/06/2020

Miss. Linnet Parackal
 B/303, Shree Krishna Complex
 Opp National Park Borivali East.

Letter of Appointment

Miss. Linnet Parackal

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 17/06/2020. 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 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 encashed. 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.
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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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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 canceled 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. Linnat Purackal

Date: 17/06/2020



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.

Outward No.: 410/2020

Date: 17/06/2020

Mr. Ketan Chindarkar
Room No. 79, Bld No. 9 Chawl Sewree,
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 **Asst. 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 17/06/2020 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. 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 encashed. The same cannot be claimed as matter of right.
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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.

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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 terms and conditions as mentioned in the above letter of Appointment.

Mr. Kesan Chindarkar

Date: 17/06/2020



Outward No. 273/2020

Date: 17/06/2020

Mr. Dilip Kumar Shah
Room No. 703 Khandwala Datta
Mandir Road Vokola Bridge
Santacruz East 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 **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:

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 automatically end on the above mentioned date and separate notice will not be issued in this behalf.
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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. 20000/- (Twenty Thousand only) per month. Statutory deductions will be as applicable by the law.
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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 in the presence of students.
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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 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 proves to 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 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.

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 Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajawshi Shahu Maharaj Road, Andheri (E), Mumbai - 400068. ☎:2684 0822/2683 3455

Outward No. 25/2020

Date: 17/06/2020

Mrs. Vinita Bajpai
Flat No. 601, Bilis Global
Arena Nalgaon East
Tivari 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 **Asst. 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 17/06/2020 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. 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 encashed. 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.
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 in 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, except 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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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 the terms and conditions as mentioned in the above letter of Appointment.

Mrs. Vinita Bisipal
Date: 17/06/2020



Smt. Shyamprati Devi 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 Pune,
Rajawshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. T:2684 0822/2683 3455

Outward No.:

Date: 17/06/2020

Miss. Aditi Chauhan
A-101 Panchsheel Building
Sir PM Road Chkala,
Andheri East Mumbai.

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 **Asst. 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 17/06/2020 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. 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 encashed. The same cannot be claimed as matter of right.
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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.
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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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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 in 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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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 the 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Outward No.:

Date: 01/08/2020

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.
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.
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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 proves to 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 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 mentioned in the above Letter of Appointment.

Mrs. Savita Shinde
Date: 01/08/2020



Outward No

Date: 17/01/2021

Mr. Hemant Birendra Yadav
Shree Ganesh Rahivasimandal,
Pran 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 17/01/2021. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 17/01/2021 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 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 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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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. Vanilata Sinha)
Principal

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



Mr. Hemant Birendra Yadav

Date: 17/01/2021



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 Pune.
Rajarsi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎:2684 0822/2883 3466

Outward No.:

Date: 18/01/2021

Mrs. Shivali Anil Nagarkar
A-603, Harsh Plaza,
Nr Gcc 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 & Commerce 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:

1. 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 (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 encashed. 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.
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.
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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 / pan inside the institution premises and / or in 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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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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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.

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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) 2023
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: 18/01/2021



Outward No.:

Date: 02/09/2020

Ms. Anshia A. W. Khan
4/A/41, Bombay Taximans Colony CHS L.T.D.,
306, L.B.S, Marg, Near B.K.C., Kurla (W),
Mumbai-400070.

Letter of Appointment

Ms. Anshia 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 **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:

1. 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.
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 encashed. 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.
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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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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 in 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.
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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 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 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.

Ms. Ashia A.W. Khan

Date: 02/09/2020



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 Pune.
Rajarshi Shahu Maharaj Road, Anandnagar (E), Mumbai - 400069. T: 2684 0822/7883 3455

Outward No. : _____

Date: 04/11/2020

Miss. Radha Mishra
Room No.02 1st Floor Roop Mahal
A Wing Next To Khar Social Hotel 5
Khar Road Khar West Pin Code-400052.

Letter of Appointment

Miss. Radha Mishra

It is our pleasure to welcome you to be a part of Shri G.P.M. Degree College of Science & Commerce at Anandnagar - East for the position of Ass. Professor. We would like to avail your service with effect from 04/11/2020. The terms and conditions of your assignment are as follows:

1. 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 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 encashed. 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 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 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 conditions termination. If at any time, in the opinion of the organization's ma you are insolvent or found guilty of dishonesty, disobedie insubordination, indiscipline, absence from duty without permissio detrimental to our interest or violation of one or more terms terminated without notice and / or reason without any assignmer
35. Your services are transferable to any other Institution run by * You can also be sent on deputation to other institutions by the *
36. You agree that the emoluments / cost to organization are i mandatory. You agree to perform such other duties and conform assignment as may be required or be issued to you from the authority.

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

Miss. Radha Mishra
Date: 04/11/2020



Smt. Shyamapitidevi 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 Pune.
Rajawadi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. Ph:2084 0822/2683 3455

Outward No. _____

Date: 01/02/2021

Mrs. Priyanka Chauhan
R-9/S09, Sangam Society,
Rammandir Road, Goregaon (W),
Mumbai-400104

Letter of Appointment

Mrs. Priyanka 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 Faculty. We would like to avail your service with effect from 01/02/2021. The terms and conditions of your assignment are as follows:

1. 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.
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 Pro-rata 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.
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, 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.

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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 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.

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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.

Yours truly,

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


(Dr. Mrs. Vandana Sinha)
Principal



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

Mrs. Priyanka Chaudhan

Date: 01/02/2021



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.

Rajawadi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎-2084 0822/2083 3455

Outward No. 110/2020

Date: 15/06/2020

Miss. Manita D Yadav
11/28, Mourya Chowk,
Nav Shakti Nagar,
Bhram Dang Jogeshwari West,
Mumbai-400102.

Letter of Appointment

Miss. Manita D 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 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.
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 encashed. 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-noto 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, 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 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.
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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.
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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.
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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. Vandana Sinha)
Principal



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

Miss. Manta D. Yadav

Date: 15/06/2020



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Smt. Shyampridevi 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 Pune,
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2694 0822/2883 3455

Outward No. _____

Date: 16/06/2020

Mr. Atul 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 encashed. 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.
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 in 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 proves to be false or if you are found to have wilfully 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. Vanidana Sinha)
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





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Smt. Shyamapalidevi 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 Pune.
Rajawshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Date: 01/06/2020

Outward No:

Miss. Chhaya Rai
105 A- Wing, Divya Apartments
Malad (East)
Mumbai-400097

Letter of Appointment

Miss. 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 01/06/2020. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences 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 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 9 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.
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, 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 in 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 proves to 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 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.

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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 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.

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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 terms and conditions as mentioned in the above Letter of Appointment.

Miss. Chhaya Rai
Date: 01/06/2020





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.
Kajarnshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎2684 0622/2683 3455

Outward No - 116/2020

Date: 17/06/2020

Mrs. Rohini Deshpande
A-505, Kasturba Lawns Bldg.
Behind Pulse Hospital, Sandeep Hotel,
KDMC 'B' Ward Road, Kalyan (West) - 421 301

Letter of Appointment

Mrs. Rohini Deshpande

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 **Assistant 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 17/06/2020 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. 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 encashed. 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 07 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 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 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. 05 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. Rohini Deshpande

Date: 17/06/2020



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.

Rajawadi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎: 2684 0822/2683 3456

Outward No.: 412/2020

Date: 17/06/2020

Mr. Chandrabhan Tejnarayan Singh
Room No 396, Jan Shakti Nagar,
Opp Hanjar Nagar, Malpa Dongri No 2,
Pamp House, Andheri East,
Mumbai-400093

Letter of Appointment

Mr. Chandrabhan Tejnarayan 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 17/06/2020. 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 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 Pro-rate 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.
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, 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 / gulka / pan inside the institution premises and / or in 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 proves to 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 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. 05 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.

Mr. Chandrabhan Tejrasyan Singh

Date: 17/06/2020

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Smt. Shyampridevi 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 Pune.
Rajawshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. Ph: 2684 0822/2683 3455

Outward No.: 115/2020

Date: 17/06/2020

Mrs. Reynna Valeja
Mahuli Decolan,
A Wing, 303 Dattni Park,
Kandivall (E) Mumbai-100101

Letter of Appointment

Mrs. Reynna Valeja

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:

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 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 Pro-rata 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.
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 examinations, 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to be false or if you are found to have wilfully 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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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 Sirha)
Principal



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

Mrs. Reyans Valeja
Date: 17/06/2020



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.
Rajendra Shahu Maharaj Road, Andheri (E), Mumbai - 400068. ☎:2884 0822/2683 3455

Outward No.:

Date: 15/06/2020

Mr. Ravi 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 15/06/2020. 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.
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 encashed. 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-notice 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.
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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 indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or in 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.
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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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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.

Mr. Ravi Tiwari

Date: 15/06/2020



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. ID:2884 0822/2883 3456

Outward No.:

Date: 15/06/2020

Mrs. Ranjeeta Prajapati
4, Jaan Munir Mohd.
Soas Chawl, P. P. Road,
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 Asst. 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 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.
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 encashed. 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 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 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.

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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 conditions as mentioned in the above Letter of Appointment.

Mrs. Ranjeeta Prajapati
Date: 15/06/2020



Sri, 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 Pune,
Rajprash, Shahu Maharaj Road, Anand (E), Mumbai - 400069. T: 2684 0822/2684 3455

Outward No.:

Date: 01/12/2020

Mrs. Surekha R Chaudhary
704 D Wing Bldg -12 Spring Leaf
Lokhandwala Township,
Kandivali - East

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 Anand - 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:

1. 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 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 Pro-rata 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.
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, 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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. Surekha R Chaudhary

Date: 01/12/2020



Outward No. _____

Date: 15/06/2020

Ms. Riteeka Rajeshwar Kamble
Near D-Mart G-5/203, Sangharsi Nagar,
Chandiwali Lane, Andheri,
Saki 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 16/06/2020. 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. 25,000/ (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 encashed. 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.
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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.
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 in 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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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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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.

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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 conditions as mentioned in the above letter of Appointment.

Ms. Riticka Rajeshwar Kamble
Date: 16/04/2020



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 Pune.
Rajawshi Shahu Maharaj Road, Andheri (E), Mumbai - 400009. ☎: 2684 0822/2683 3456.

Outward No.: _____

Date: 01/07/2021

Mr. Dinesh Kumar Sukhlal Gupta
(Room No. 7, Chawl No. 3, Shivaji Nagar Road,
Near Shiv Mandir, Shivaji Nagar, Kurne 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 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:

1. 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.
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 encashed. 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.
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 in 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 proves to 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 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.

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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 Kumar Sukhlal Gupta

Date: 01/02/2021



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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 Mumbai
Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune,
Rajawshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎: 2694 0822/2683 3465

Outward No.: _____

Date: 01/02/2021

Mr. Nilesh Shivratna Dave
Room No. 7, Chawl No. 3, Shivaji Nagar Road,
Near Shiv Mandir, Shivaji Nagar, Khar Village,
Mumbai.

Letter of Appointment

Mr. Nilesh Shivratna 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:

1. 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.
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 encashed. The same cannot be claimed as matter of right.
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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 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 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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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 tuition / 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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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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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 proves to 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.
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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 / 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



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

Mr. Nilesh Shivratna Dave

Date: 01/02/2021

Outward No.: G.P.M./E/

Date: 16/06/2020

Ms. Rinko Patel
Flat No. 4 Grodhen Gaja Building,
Popal Nivas CHS, Malharadas Road,
Kandivali West, Mumbai - 400067.

Letter of Appointment

Ms. Rinko Patel

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:

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. 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.
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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.
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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 terms and conditions as mentioned in the above Letter of Appointment.


Ms. Rinkle Patel

Date: 16/06/2020

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Smt. Shyamapati Devi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎:2684 0822/2683 3456

Outward No.:

Date: 01/02/2021

Ms. Juhi Gupta

A-603, Ramdev Dham,

Behind Seven Square School, Ramdev 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:

1. 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.
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 Pro-rata 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.
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, 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to be false or if you are found to have wilfully 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.

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Your's truly,

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


(Dr. Mrs. Vaishana Sinha)
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





Smt. Shyampridevi 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 Pune,
 Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Outward No.

Date: 15/06/2020

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 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.
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 encashed. 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.
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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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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 in 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.
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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 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 proves to 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.
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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.

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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 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 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.

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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 terms and conditions as mentioned in the above letter of Appointment.


Mr. Sujat Kumar Kanodia
Date: 15/06/2020



Academic Year
2021 - 2022



Smt. Shyampaldevi 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 Pune.
 Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400068. ☎:2684 0822/2683 3455

Date: 06/09/2021

Outward No:1215/21
 Ms. Galdi Ravindra Prajapati
 B2/303, Laxmi Darshan,
 Laxmi Park, Kankiya Road
 Mira Road (East)

Letter of Appointment

Ms. Galdi Ravindra 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 Asst. 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 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. 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.
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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 terms and conditions as mentioned in the above Letter of Appointment.

Ms. Goldi Bhatnagar Prajapati
Date: 06/09/2021



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 Maharashtra State Board of Secondary & Higher Secondary Education Pune.
 Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2883 3455

Outward No.: 1208/21

Date: 01/09/2021

Mr. Anirudh Ghanshyam Beldar
 C-503, Dheeraj Darshan Co-Op Hsg Soc
 Near Mhada Vasahat, Kokan Nagar,
 Jogeshwari (East), Mumbai 400060.

Letter of Appointment

Mr. Anirudh Ghanshyam Beldar

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 01/09/2021. 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-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 encashed. 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.
14. You will be responsible in the general organization of all activities including holding periodical examination, assessment, Non-Teaching Assignments etc.

15. You will, 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 partake in the various co-curricular activities, programs and events organized by the Institution.
17. You will participate and review of your work and instruction methods arranged by the administration positively to such evaluations and make changes as appropriate.
18. You will prepare oral / written assessments relating to the learning and development of students.
19. You will carry assessment work and record their progress and attainment of grades in an appropriate manner in a timely fashion based on the norms laid by the Institution.
20. You will not accept any professional position for personal profit in money, goods or services from students or their parents or indulging in activities such as Private tuitions / Coaching Class / any other assignments etc.
21. You will include attributes including that of cleanliness, neatness and respect for orderly behavior in the student's life.
22. You will build in cooperative relationships with students, parents and/or other staff and communicate with students' progress and attainment, drawing attention to special skills and talents as well as their 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 / smoke on institution premises and / or in 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 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. Providing the updated information would amount to an act of indiscipline.
28. You agree not to employ 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 written permission, any information regarding the organization's affairs or work carried out whether the same are 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 proves to 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 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. Validana Sinha)
Principal



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

Mr. Anirudh Ghanshyam Beldar

Date: 01/09/2021



Outward No.: 780/22

Date: 17/12/2021

Mrs. G. Justy Mirobi
Room No-2, Second Floor,
Manthaneshwar Building,
Kopari Naka, Visar -(East)

Letter of Appointment

Mrs. G. Justy Mirobi

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 17/12/2021. 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 Pro-rata 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.
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-note 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.
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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.

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 in 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.
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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.
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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 terms and conditions as mentioned in the above Letter of Appointment.


Mrs. G. Jancy Mirohi

Date: 17/12/2021



Smt. Shyamapidevi 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 Pune.
Rajawade Shiksha Maharanj Road, Andheri (E), Mumbai - 400069. T: 2664 0822/2683 3455

Outward No: 313/21

Date: 01/12/2021

Ms. Shilpa Unneshankar Singh
The Great Indian Gasur metal pipe line
Andheri East Mumbai - 400059

Letter of Appointment

Ms. Shilpa Unneshankar 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 01/12/2021. The terms and conditions of your assignment are as follows:

1. 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 end on the above mentioned date and separate notice will not be issued in this behalf.
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Your's truly,

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


(Dr. Mrs. Vinodini Sinha)
Principal



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

Dr. Shilpa Chaudhary Singh
Date: 01/07/2021



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 - 400068. ☎:2684 0622/2683 3455

Outward No. 788/22

Date: 18/12/2021

Ms. Trupti Pradip Vasalkar
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 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 encashed. 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.
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 in 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 prove to 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 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.


Ms. Iqbal Pradip Vasalkar
Date: 18/12/2021



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 Maharashtra State Board of Secondary & Higher Secondary Education Pune
Rajaramji Shahu Maharaj Road, Andheri (E), Mumbai - 400086. C. 2684 0822/2683 3455

Outward No: 748/22

Date: 20/12/2021

Mr. Hiral Parikaj Rayal
Laxmi Niwas 697/3, Kothrud Road,
Wadala (W) Mumbai-400031

Letter of Appointment

Ms. Hiral Parikaj Rayal

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 20/12/2021. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 20/12/2021 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 duties 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 Pro-rate 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.
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, 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 / gurka / pan inside the institution premises and / or in 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 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 / business other than that of the institution and shall not associate yourself or let your work, name, image or personality be used by any firm 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, except in connection with your work for the organization. You will not, at any time, disclose or divulge or make public, except an 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 proves to 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 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 insouciant 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 this 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.

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

Vandana Sinha
(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.

Ms. Hiral Pankaj Raval
Date: 20/12/2021



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

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

Yours 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. Suryaprakash Upadhyay

Date: 16/12/2021



Smt. Shyamapatevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2663 3455

Outward No.: 564/e1

Date: 06/09/2021

Ms. Koral Ravindra Pagar

Sainath Chowd No 1, Room No 4,

Road No -3, Behind Bhudari Bank,

Ambhavad, Andheri (E), Mumbai-400069

Letter of Appointment

Ms. Koral Ravindra Pagar

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 services 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 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. 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 3 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Pro-rata 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.
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-memo 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 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 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.

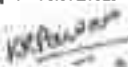
Your's truly,

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.


- 22/9/21 -
Ms. Kunal Ravindra Pawar
Date: 06/09/2021



Smt. Shyampridevi 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 Pune,
Rajawshi Shethi Maharaaj Road, Andheri (E), Mumbai - 400069. ☎: 2684 0822/2683 3455

Outward No.: _____

Date: 01/06/2021

Mrs. Ranjeeta Prajapati
4, Jaan Munir Moid,
Sons Chawl, P. P. Road,
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 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:

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.
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 Pro-rata 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.
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 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 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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. Ranjeeta Prajapati

Date: 01/05/2021

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Smt. Shyamapaldevi 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 Pune,
Rajaram Shahu Maharaj Road, Andheri (E), Mumbai - 400069. Q:2664 0822/2663 3455

Outward No.: 1210/21

Date: 01/09/2021

Ms. Sojani Satraj Bafana
B/44, 4 Th Floor, Shilpa
Building, Azad Road, Near Pallavi
Hotel, Andheri (E), Mumbai-69

Letter of Appointment

Ms. Sojani Satraj Bafana

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 01/09/2021. 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-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 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 encashed. 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-note 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.
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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.
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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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.


01/09/2021
(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.

Ms. Sojani Satraj Bafana.

Date: 01/09/2021



Outward No.: 1212/21

Date: 20/09/2021

Ms. Khushbu Ashwin Singh
A-205, Ramakrishna Apartment,
Kedars Chawk, T.P Road,
Bhandup (West), Mumbai-400078

Letter of Appointment**Ms. 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 Andheri - East for the position of **Asst. Professor**. We would like to avail your service with effect from 20/09/2021. The terms and conditions of your assignment are as follows:

1. 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/ (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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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.

Ms. Khushbu Ashwin Singh

Date: 20/09/2021



Outward No. : 1238/21

Date: 22/12/2021

Ms. Roopa Mahendra Yadav
Room No-2, Shivnesh Chawl Akhilesh,
Agar, Irani Wadi Road No 4, Kandivali
Kandivali-400067

Letter of Appointment

Ms. 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 Andheri - 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, 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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.
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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.

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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 binding on you.

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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.

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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 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 Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajawadi Shahu Maharaj Road, Andheri (E), Mumbai - 400088. Q:2684 Q822/2893 8455

Outward No.: 1225/21

Date: 29/11/2021

Ms. Sadhana Yadav
Disha Apartment, Flat No.507/508,
Dawadi Road, Dombivli - (East)
Thane -421301

Letter of Appointment

Ms. Sadhana 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:

1. 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.
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.
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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 accepted the terms and conditions as mentioned in the above Letter of Appointment.

Ms. Sadhana Yadav

Date: 29/11/2021



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Smt. Shyamapadidevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎: 2684 0822/2688 3455

Outward No.: 1230/21

Date: 06/12/2021

Ms. Prachi Dilip Parab

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 **Asst. Professor**. We would like to avail your service with effect from 06/12/2021. The terms and conditions of your assignment are as follows:

1. 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.
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 3 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Pro-rata 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.
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 hereof.
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, 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 accepted all terms and conditions as mentioned in the above Letter of Appointment.

Ms. Prachi Dilip Parab

Date: 06/12/2021



Smt. Shyampradheri 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 Pusa.
 Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Outward No.: 1201 **122**

Date: 01/06/2021

Mrs. Priyanka Chauhan
 R-9/509, Sangam Society,
 Ramnandis Road, Goregaon (W),
 Mumbai-400104

Letter of Appointment

Mrs. Priyanka 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 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.
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 encashed. The same cannot be claimed as matter of right.
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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.
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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.
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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 indulge in consumption of intoxicant of any kind whatsoever. You will not smoke / chew tobacco / gutka / pan inside the institution premises and / or in 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.
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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 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 proves to 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 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. Vanilata Sinha)
Principal

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


Mrs. Priyanka Chauhan
Date: 06/06/2021





Outward No.:1001/21

Date: 17/06/2021

Mrs. Vinita Bajpai
Flat No. 601, Bits Global
Arena Neigron East
Tivari Road Mumbai-401203

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 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-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 encashed. The same cannot be claimed as matter of right.
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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.
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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 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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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.

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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 terms and conditions mentioned in the above Letter of Appointment.

Mrs. Vinita Bajpai

Date: 17/06/2021



Outward No.: 1102/21

Date: 16/06/2021

Ms. Arshia A. W. Khan
4/A/41, Bombay Taximans Colony CHS L.T.D.,
306, I.R.S. Marg, Near B.K.C., Kurla (W),
Mumbai-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:

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.
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.
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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, 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 Shaha)
Principal



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

Ms. Arshia A.W Khan
Date: 16/06/2021



Degree College : Affiliated to University of Mumbai.

Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajarehi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎:2684 0822/2683 3456

Outward No.: 1003 {2-}

Date: 16/06/2021

Mrs. Surekha R Chaudhary
704 D Wing Bldg -12 Spring Leaf
Lokhandwala Township,
Kandivali - East

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.
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 encashed. 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.
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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 / guka / pan inside the institution premises and / or in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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. Surekha R Chaudhary

Date: 16/08/2021



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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400068. ☎:2684 0822/2689 3455

Outward No.: 1010/21

Date: 16/06/2021

Ms. Riteeka Rajeshwar Kumbale
Near D-Mart G-5/203, Sangharsh Nagar,
Chandiwali farm, Andheri,
Saki Naka, Mumbai-400073

Letter of Appointment

Ms. Riteeka Rajeshwar Kumbale

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:

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.
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 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 encashed. 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.
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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 terms and conditions as mentioned in the above Letter of Appointment.

Ms. Riteeka Rajeshwar Kambale

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 Maharashtra State Board of Secondary & Higher Secondary Education Pune.
 Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎ 2884 0822/2883 3488

Outward No.: 1042/21

Date: 16/06/2021

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 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.
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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 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proved to 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 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.



Mr. Hemant Birendra Yadav

Date: 16/06/2021



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

Outward No.: 999/21

Date: 17/06/2021

Mr. Ketan Chindarkar
Room No. 79, Bld No. 9 Chawl Sewree,
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 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-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 encashed. 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.
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 in 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.
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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 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 proves to 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 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.

Vandana
17/06/2021
(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. Ketan Chindarkar

Date: 17/06/2021



Doc. No. 461/21

Date: 14/06/2021

Mr. Sushil Prasad Tondle
 Thakur chawl, esker road,
 N. mandir, borivali

Letter of Appointment

Mr. Sushil Prasad Tondle

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 14/06/2021. The terms and conditions of your assignment are as follows:

1. 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.
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) 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 Pro-rata 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.
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-memo 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 any other / 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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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 / gulka / pan inside the institution premises and / or in the presence of students.
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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 / 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. 05 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.

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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.

Yours truly,

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


(Dr. Mrs. Vandana Shihra)
Principal



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

Ms. Snehlil Prasad Tondle
Date: 14/06/2021



Smt. Shyamapaddevi 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 Pune.
 Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Outward No.: 1204/21

Date: 19/06/2021

Mrs. Anjushree Ashok Walode
 Shree Krishna Shraddha Tower,
 Flat - 304, B-wing, Lalchakki Chowk,
 Opp Dhawantari Hospital, Ulhasnagar-4
 Thane-421004.

Letter of Appointment

Mrs. Anjushree Ashok 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 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 encashed. 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.
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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.

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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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. Vanajana Sinha)
Principal

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



Mrs. Anjushree Ashok Walode
Date: 19/06/2021



Smt. Shyampalidevi 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 Puna.
 Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Outward No.: 1206/21

Date: 05/08/2021

Ms. Prachi Mukund Karandikar
 C/3 Anbar Prasad Society,
 Bandra Redemation,
 Bandra (W), Mumbai-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 Asst. Professor. We would like to avail your service with effect from 05/08/2021. The terms and conditions of your assignment are as follows:

1. 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.
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/- (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 encashed. 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.
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 in 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.
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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 proves to 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.
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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 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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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.

Ms. Prachi Mukund Karandikar

Date: 05/08/2021



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 Pune.
 Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎:2684 0522/2683 3455

Outward No.: 1200/22

Date: 06/06/2021

Mrs. Shivali Anil Nagarkar
 A-603, Harsh Plaza,
 Nr Gcc 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 & Commerce at Andheri - 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:

1. 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 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 Pro-rata 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.
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.
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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.
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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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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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

Outward No. 7-35/22

Mr. Nilesh Shivratan Dave
Rama Niwas, Ground Floor Room No-3,
Cawad Wadi, Vihar (E),
Vihar-401303

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 01/06/2021. 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.
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 encashed. The same cannot be claimed as matter of right.
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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.
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 / gulka / pan inside the institution premises and / or in 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, except 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 proved to 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 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 involved 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 / UTE / 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.

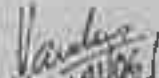
41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

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 Sliha)
Principal



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


Mr. Nilesh Shivratn Dave
Date: 01/06/2021



Outward No.: 889/21

Date: 01/10/2021

Mrs. Anita Uttam Miskin
103/C, Radha Kunj, Tank Road
Bhandup - West Mumbai - 400078

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 conditions of your assignment are as follows:

1. 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 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 encashed. 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-note 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 8 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 AKTE / DTE / 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. 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 the terms and conditions as mentioned in the above letter of Appointment.

Mrs. Anita Utam Mishra

Date: 01/10/2021



Smt. Shyampradidevi 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 Pune.
 Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎: 2684 0922/2683 3456

Outward No.: 829/21

Date: 01/06/2021

Mrs. Ranjeeta Prajapati
 4, Jann Mumir Mohal,
 Sons Chawl, P. P. Road,
 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 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.
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 encashed. 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.
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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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 in 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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33. Nothing in this letter shall be deemed to create any relationship or partnership, or joint venture between you and the organization.

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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 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 Shrivastava)
Principal



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

Mrs. Ranjeeta Prajapati

Date: 01/06/2021



Smt. Shyampridevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Date: 15/06/2021

Outward No.: 815/21

Mr. Ravi 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 encashed. 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.
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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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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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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. Vaibhava Saha)
Principal



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

Mr. Ravi Tiwari

Date: 15/06/2021



Smt. Shyampalidevi 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 Para, Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400068. ☎: 2684 0822/2683 3455

Date: 17/06/2021

Outward No.: 807/21

Mr. Rajitram Yadav
 1st Floor Heb 157/17,
 Shambhvanath Shukla Chawl, Nirma Nagar
 Khar East, Mumbai 400051,

Letter of Appointment

Mr. Rajitram 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 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-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 encashed. 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.
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.
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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 in 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.
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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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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.

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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 binding on you.

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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.

Mr. Rajkumar Yadav

Date: 17/06/2021



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

Smt. Shyampridevi Mishra Educational Trust's

Degree College : Affiliated to University of Mumbai.
Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajawshi Ghattu Maharanj Road, Andheri (E), Mumbai - 400061. © 2004 0822/2003 0455

Outward No.: 500/22

Date: 17/06/2021

Miss. Shruiti Chandrashekhkar Bole
63-H, Apte Road, Room No.12,
Cokhade Road (N), Dinkar (W),
Mumbai-400028

Letter of Appointment

Miss. Shruiti Chandrashekhkar 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 17/06/2021 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 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.
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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 at 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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16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
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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.

Yours 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.


Miss Shruni Chandrashekhar Bole

Date: 17/06/2021



Smt. Shyamapaldevi 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 Puna.
 Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400059. ☎:2624 0822/2683 3455

Outward No.: 805/21

Date: 17/06/2021

Mr. Chandrabhan Tejnarayan Singh
 Room No 396, Jan Shakti Nagar,
 Opp Hanjar Nagar, Malpe Dongri No 2,
 Pump House, Andheri East,
 Mumbai-400093

Letter of Appointment

Mr. Chandrabhan Tejnarayan 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:

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.
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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. 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 encashed. The same cannot be claimed as matter of right.
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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 in 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 proved to 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 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 the conditions as mentioned in the above Letter of Appointment.

Mr. Chandrabhan Tejprayan 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 Mumbai.

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

Outward No:1218/21

Date: 01/10/2021

Mrs. Manisha Gautam Masne

Lotus Co-Op Society, Building No-3

Near Kanika Wall Street

Andheri East, Mumbai-400093

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. Professor. We would like to avail your service with effect from 01/10/2021. The terms and conditions of your assignment are as follows:

1. 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 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 encashed. 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-noto 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, 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 in 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 proves to 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 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. Manisha Masne
Date: 01/10/2021



Smt. Shyamapaldevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2624 0622/2603 3455

Outward No.: 501/22

Date: 16/06/2021

Mrs. Geeta R. Yadav
Lok Seva Chawl,
Jijamata Road, Pumphouse,
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:

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.
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 encashed. 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 claims 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 in 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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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 above conditions as mentioned in the above Letter of Appointment.

Mrs. Geeta R. Yedav

Date: 16/06/2021

Letter of Appointment

Outward No.:

Date: 01/06/2021

Employee Registration Code: 302

Mrs. Chhaya Anand Rai
105a Wing, Malad east
Mumbai-400097

Mrs. Chhaya Anand Rai

It is our pleasure to welcome you as a part of Shri G.F.M. Degree College of Science & Commerce, managed by Smt. Shyampatidani 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 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.
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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 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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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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proved to 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 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 AKTE / 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 & Commerce.


(Dr. Mrs. Vandana Saha)

(Principal)



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

Mrs. Chhaya Anand Hat

Date: 01/06/2022

Academic Year
2022 - 2023



Letter of Appointment

Outward No.:

Date: 16/02/2023

Employee Registration Code :4105

Mrs. Priyanka sinha
Corogam (East)
Mumbai.

Mrs. Priyanka sinha

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:

1. Your assignment for a fixed period commences from 16/02/2023 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. 30,000 / (Thirty 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to be false or if you are found to have wilfully 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.

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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 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.

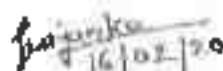
Your's truly,

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


Dr. (Mrs.) Vandana Saha
(Principal)



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


Mrs. Priyanka Saha
Date: 16/02/2023



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

Smt. Shyampatidevi Mishra Educational Trust's

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, Ph-2684 0622/2683 3455

Outward No: 1185/23

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 & Commerce, Managed By Smt. Shyampatidevi Mishra Education Trust, a minority Institution, at Andheri - East for the position of WRITER. 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 30/04/2023. 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 accountability 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 assignments will be Rs.22000.00 / (Twenty Two Thousand Only) per month. Statutory deductions will be as applicable by the law.
4. Your assignments 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 5 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Pro-rata 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.
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-esto 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 an 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 plan 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 Tutorials / 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 in 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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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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 encompasses 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 proves to 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 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 involved 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 any 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 temporary. You agree to perform such other duties and continue to such other institutions 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 / contention / 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 employees 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 consultation also.

If the above terms and conditions are acceptable to you, please communicate the acceptance of the enclosed 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.

Yours truly,

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

(Dr. Mrs. Vandana Srinivasa)

(Principal)

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

(Signature)
Name: Mrs. Chhaya Anand Rai
Date: 16/07/2022





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

Swat. Shyamapateevi Mishra Educational Trust's
Degree College : Affiliated to University of Mumbai.
Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajawade Shiksha Mahavidyalaya, Andheri (E), Mumbai - 400006. Ph: 2684 0822/2683 3456

Outward No.: 11. P. 1. 1. 1.

Date: 17/06/2022

Mrs. Shanti Chandrashekar Dale
G-11, Aptowadi, Room No. 12,
Choklete Road (N), Dadasa (W),
Mumbai-40028

Letter of Appointment

Mrs. Shanti Chandrashekar Dale

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 17/06/2022. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 17/06/2022 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. 20,000/ (Twenty 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 Pro-rata 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.
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 is 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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16. You will help organize and partake in the various co-curricular activities, programs and events organized 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 AKTE / 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.

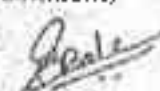
Your's truly,

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


(Dr. Mrs. Vandana Shiro)
Principal



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


Mrs. Shrutika Chandrashekhar Dole
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 Mumbai.
Junior College : Affiliated to Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400060. ☎:2604 0622/2683 3455

Letter of Appointment

Outward No.:

Date: 16/06/2022
Employee Registration Code: 317

Mrs. Geeta R. Yadav
Lok Seva Chawl,
Nizam's Road, Pump House
Andheri-East, Mumbai-400093

Mrs. Geeta R. 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 Asst. Professor. We would like to avail your service with effect from 16/06/2022. The terms and conditions of your assignment are as follows:

1. 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 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 / (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 Pro-rata 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.
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.
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 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 in 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 qualifications/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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 AKTE / 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.

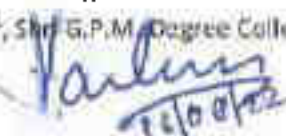
41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

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, Sri 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.


Mrs. Geeta R. Yastav
Date: 16/06/2022



Smt. Shyamapati Devi 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 Pune,
(Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. Ph: 2684 0822/2883 3455

Letter of Appointment

Obward No:

Date: 16/07/2022

Employee Registration Code: 3317

Name: **Mrs Hiral P Rawal**
Address: **Dadar East Mumbai**

Name: **Mrs Hiral P Rawal**

It is our pleasure to welcome you as a part of Smt. G.P.M. Degree College of Science & Commerce, Managed by Smt. Shyamapati Devi 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 06/06/2022. 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 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 (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 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 3 days. In case if you join after commencement of the academic year, you would be entitled for leave partly and only on a Private 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.
6. You understand and accept that during the middle of academic year, you will not complete the assignment and leave the institution without written consent of the competent / designated authority.
7. This assignment may be terminated by the Institution whenever 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) Else, 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 (both day for 48 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 manual / chart 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 examinations, 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 tuition / 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 in 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 sentiments 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 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 the 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 engagement.
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 proves to 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 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 involved or found guilty of delinquency, 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 ANTE / DTE / NCTE / Mumbai University / Maharashtra State Board of Secondary & Higher Secondary or any other applicable statutory / deputed 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. 15 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 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 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.

Yours truly,

Prof. Sanjay M. Degree College of Science & Commerce.


(Dr. Manoj Kumar Singh)
(Principal)



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


H.P. Rawal
Nizam Mus. (H) P. (H) (H)
Date: 16/07/2022



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 Maharashtra State Board of Secondary & Higher Secondary Education Pans.
Rajawshi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎:2684 0622/2683 3455

Letter of Appointment

Employee Registration Code: : 3720

Name: Mrs. Trupti Nikhil Shinde
Address: 104, Manisha Apartment, Pandurang Wadi,
Road Number 4, *

Name: Mrs. Trupti Nikhil Shinde

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 06/06/2022.

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 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 we 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.23100.00 / (Twenty Three Thousand One 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 Pro-rate 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.
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 portion / 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 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 in 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 prove to 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 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 / 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 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 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,

Prin, Smt. D.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.

Name: Mrs. Trupti Nikhil Shinde
Date: 06/06/2022





15

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 Pune.
Rajawhi Shahu Maharaj Road, Andheri (E), Mumbai - 400089. ☎:2684 0822/2683 3456

Letter of Appointment

Outward No.:

Date: 06/06/2022

Employee Registration Code: 3719

Mrs. G. Justy Mirebi
Room No-2, Second Floor,
Manthaneshwar Building
Kopari Naka, Vihar-East

Mrs. G. Justy Mirebi

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 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 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 Pro-rata 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.
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.
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 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proved to 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.

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 ARTE / 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 Sirha)
Principal



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


Mrs. G. Dury Mirabi



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 Pune.
Rajarshi Shahu Maharej Road, Andheri (E), Mumbai - 400089. ☎:2684 0822/2683 3455

Letter of Appointment

Outward No.: 1023/22

Date: 09/05/2022

Employee Registration Code: 3850

Ms. Jainab Khan
Trupti Society, Shivaji, Nagar
Korar 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 Smt. Shyampatidevi Mishra Educational Trust, a minority institution, at Andheri - East for the position of Asst. Professor. We would like to avail your service with effect from 09/05/2022. The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 09/05/2022 and ends on 08/10/2022. 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. 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 - 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 & 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.


Ms. Jaijash Kulkarni
Date: 09/05/2022



Smt. Shyamputidevi 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 Pune.
Rajawshi Bhabu Maharaj Road, Andheri (E), Mumbai - 400069. T: 2684 0823/2583 3455

Letter of Appointment

Outward No.:

Date: 20/05/2022
Employee Registration Code: 467

Mr. Rahul Chaurasiya
67A, Sarda Kiyardwar Nagar
Kharis Nagar Road
Bandra-East, Mumbai-400051.

Mr. Rahul Chaurasiya

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 Andheri - East for the position of Asst. Professor. We would like 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 30/04/2023. 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. 23000 / (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 encashed. 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.
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 in 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 proves to 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 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.

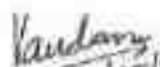
41. Your performance shall be reviewed on semester basis. If your performance is found to be unsatisfactory, then your services may be terminated in mid-session also.

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 & 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.


Mr. Rakul Chandraji

Date: 20/05/2022



Smt. Shyamapidevi 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 Pune.
Rajarani Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3456

Letter of Appointment

Outward No.: 1067/22

Date: 06/06/2022
Employee Registration Code 3752

Mr. Hammad Ujjama
Flat No-302, Akher Mahal,
Pooja Nagar, Mira Road
Thane-401107.

Mr. Hammad Ujjama

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, managed by Smt. Shyamapidevi 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 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 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. 25,000 / (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 employees cannot proceed on leave till it is sanctioned. Leave cannot be encashed. 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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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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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, Sri G.P.M. Degree College of Science & Commerce.


Dr. (Mrs.) Vandana Shaha
(Principal)



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


Mr. Hamid Ujjain
Date: 06/06/2022



(19)

Smt. Shyamapaddevi 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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Letter of Appointment

Ourword No.

Date: 16/09/2022

Employee Registration Code : 3666

Name: Mr. Ajay Kumar Ram Singh
Address: Room No-6, Peru Bane, Near,
Chaudkawali, dargha

Name: Mr. Ajay Kumar Ram Singh

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, Managed by Smt. Shyamapaddevi 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 18/09/2022.

The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 18/09/2022 and ends on 30/04/2023. Unless and until the assignment is renewed in writing (based on mutual) understood 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 responsibilities 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, you will inclusive cost to organization, also termed as Cost to Company (i.e., CTC, hereinafter referred to 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 Pro-rata 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 at a later 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 management / designated authority.
7. This assignment may be terminated by the Institution sub-memo 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 unless 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.
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 us authorized and recognized Medical Practitioner.
13. You will prepare uncial 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 outcomes 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 to 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 etc 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 at the institution. Salary shall be calculated as per the biometric attendance. 03 late records 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 lapse 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 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.

Yours 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 mentioned in the above Letter of Assignment.



Name: Mr. Ajay Kumar Ram Singh
Date: 12/06/2022



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 Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajawshi Shahu Maharaj Road, Andheri (E), Mumbai - 400068. Ph:2684 0822/2683 3455

Letter of Appointment

Outward No: _____ Date: 20/06/2022
Employee Registration Code: : 3588
Name: Sushma Yadav
Address: D.n Nagar , Andheri (w)

Name: Sushma 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 20/06/2022.

The terms and conditions of your assignment are as follows:

1. 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 responsibilities 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 Pro-rata 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.
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.
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 in 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 qualifications, 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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

is 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 transferrable to any other Institution now 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 employees 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 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 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.P.M. Degree College of Science & Commerce


(Dr. Mrs. Varsha Sinha)

(Principal)

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


Name: Sushma Yadav
Date: 20/06/2022





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 Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2688 3455

Letter of Appointment

Outward No:

Date: 08/07/2022

Employee Registration Code: : 4029

Name: Mrs. Utkarsha Vikas Mhatre

Address: Padmaraj Banglow, Vasali, Khuntodi, Vasai
(West)

Name: Mrs. Utkarsha Vikas Mhatre

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 08/07/2022.

The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 08/07/2022 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 encashed. 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-initio 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 09 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 / gurka / pan inside the institution premises and / or in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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

is 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 solely 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 / 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 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 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.

Yours truly,

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


(Dr. Mrs. Vidhane Sinha)
(Principal)

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


Name: Mr. Uttam Vilang Mhatre
Date: 08/07/2022





22

Smt. Shyamapate Devi 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 Pune,
Rajeshri Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3456

Letter of Appointment

Outward No:

Date: 28/11/2022

Employee Registration Code: : 4082

Name: Miss. Jayshree Patade

Address: 22/3, B.d.d Chowd, Worli Mumbai
400018

Name: Miss. Jayshree Patade

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, Managed by Smt. Shyamapate Devi Mishra Education Trust, a minority Institution, at Andheri - East for the position of ASSISTANT PROFESSOR. We would like to avail your services with effect from 28/11/2022.

The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 28/11/2022 and ends on 30/04/2023. Unless and until the assignment is renewed in writing (based on mutually accepted needs 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 liabilities will be based on the instructions you 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 disclosed to others.
5. The Paid leave for the entire Academic year is maximum of 7 days. In case if you join after commencement of the academic year, you would be entitled for leave partly and only on a Pro-rata 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.
6. You understand and accept that during the middle of academic year, you will not resignate the assignment and leave the institution without written consent of the competent / assignment authority.
7. This assignment may be terminated by the Institution subject to 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 portions 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.
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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 in 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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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, unruly 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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Your's truly,

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


(Dr. Mrs. Vandana Eshwar)
(Principal)

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


Name: Mrs. Vandana Eshwar
Date: 28/11/2022





Smt. Shyampaddevi 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 Pune,
Rajarshi Shaikh Maharej Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Letter of Acceptance

Employee Registration Code: 4085
Bio-metric Machine Code: and242

Date: 06/12/2022
Aadhar Card No. 4917 2429 8941

1. Employee Details:

Name: Murgesh Hakim Shaikh
Address: S/o Hakim Shaikh Room No. 01
Nacem Apartment Saverth Ramdas Nagar Vashi East Maharashtra 401208
Contact No's: (Self): 9867735595 /
(Relative - 9867735595)



2. Service Details:

Date of Joining: 06/12/2022
Appointment Period: 06/12/2022 to 30/04/2023
Timing: 11:00 to 17:30
Gross Salary (CTC): Rs. 25000.00 (Rs. Twenty Five Thousand Only) per month

3. Provident Fund Declaration Details:

1. Provident Fund deduction is mandatory for the employee having monthly salary less than Rs. 15000/-
2. I wish to get deducted Provident Fund (PF) from my salary on the monthly basis. Yes, No (Please Tick)

4. Salary Details:

Allowance(A)	Deduction(B)
Basic Rs. 15000.00	Company share in PF Rs.0.00
HRA Rs. 9250.00	Employee share in PF Rs.0.00
Company PF Rs. 0.00	Professional Tax (PT) Rs. 200.00
Company Gratuity Rs. 750.00	

I certify that all the informations given above are true to the best of my knowledge and belief.
I have read, understood and have agreed to all the terms and conditions mentioned in the letter of appointment attached with this letter.

Attachments:

- 1. Letter of Acceptance (Original / Self Certified Copy) _____ Page No. _____
- 2. Appointment Letter (Original / Self Certified Copy) _____
- 3. Provident Fund Declaration form (Original / Self Certified Copy) _____
- 4. Experience Certificate (If Any) (Original / Self Certified Copy) _____
- 5. Address Proof (Ration card / Electricity bill) (Original / Self Certified Copy) _____
- 6. Aadhar Card (Original / Self Certified Copy) _____
- 7. Pan Card (If available) (Original / Self Certified Copy) _____
- 8. Secondary School Passing Certificate (Original / Self Certified Copy) _____
- 9. Higher Secondary School Passing Certificate (Original / Self Certified Copy) _____
- 10. Graduation Certificate (Original / Self Certified Copy) _____
- 11. Post-Graduation Certificate (Original / Self Certified Copy) _____
- 12. Specialization (If Any) (Original / Self Certified Copy) _____
- 13. _____

Murgesh
06/12/22
(Employee Signature with Date)

Diksha
06/12/22
(HR Head Signature with Date)

Kundus
(Principal Signature)



Smt. Shyamapate Devi 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 Pune,
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Letter of Appointment

Outward No:

Date: 06/12/2022

Employee Registration Codes : 4085

Name: Murgob Hakim Shaikh

Address: S/o Hakim Shaikh Room No.

01 Nacca, Apartment Sarwarth

Ramdas Nagar Vashi East Maharashtra 401208

Name: Murgob Hakim Shaikh

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, Managed by Smt. Shyamapate Devi 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 06/12/2022. The terms and conditions of your assignment are as follows.

1. Your assignment for a fixed period commences from 06/12/2022 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.
2. Your accountability and deliverables will be based on the demands 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 appropriate 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 pro-rata basis. You are entitled for availing the leave after 3 months of your joining in 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.
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-stantia 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 Payment 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 given to you in this behalf. Your services will be terminated on account of abandonment and no claim will be entertained in this regard.
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 institutional 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 intoxicants of any kind whatsoever. You will not smoke / chew tobacco / gums / pan inside the institution premises and / or in 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 qualifications, 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 infidelity.
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 the 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except on legal obligation, any information regarding the organization's affairs or work carried out whether the same were 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 proves to 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 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 in reason with 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 AKTE / 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 lapse 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 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.

Your's truly,

For: Sirsi G.P.M. Degree College of Science & Commerce


(Dr. M.C. Parthasarathi)
(Principal)



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


Hakim Shaikh
Date: 06/12/2022



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, Andheri (E), Mumbai - 400069. ☎: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 , Maharashtra

Name: Miss. Vijaylaxmi 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 12/12/2022 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.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 encashed. 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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12. This appointment 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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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/gutta / pan inside the institution premises and / or in 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 qualifications, 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 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 express 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except on legal obligation, any information regarding the organization's affairs or work carried out whether the same were 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 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.

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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 / 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.

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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 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, Smt G.P.M. Degree College of Science & Commerce


(Dr. Mrs. Vandana Shinde)

(Principal)

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


Name: Miss. Vijaylaxmi Gupta
Date: 09/11/2022



Degree College : Affiliated to University of Mumbai.

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

Letter of Appointment

Outward No.:

Date: 19/12/2022

Employee Registration Code: 4099

Mr. Mohit Kumar Yashwantlal Trivedi
Flat No. 103, First Floor A-Wing,
Laxmi Niwas Co-Op Society, Vinayak Nagar
Bhayandar West.

Mr. Mohit Kumar Yashwantlal Trivedi

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, managed by Smt. Shyamapaldevi 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 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.
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.
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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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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 proves to 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 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 & 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.

Mr. Mohit Kumar Yashwantalal Trivedi

Date: 19/12/2022

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, Andheri (E), Mumbai - 400069. ☎:2684 0822/2683 3455

Letter of Appointment

Outward No:

Date: 26/08/2022

Employee Registration Code: : 4037

Name: Mr. Mayur Mangesh Tawade**Address: A-107, Sai Darpan, Manvelpada
Road, Vozai-east, Thane
-401305****Name: Mr. Mayur Mangesh Tawade**

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 20/08/2022.

The terms and conditions of your assignment are as follows:-

1. Your assignment for a fixed period commences from 20/08/2022 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 emolument will be Rs.22000.00 (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 6 days. In case if you join after commencement of the academic year, you would be entitled for leave purely and only on a Pro-rata 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.

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 authorities 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 claims 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 so 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 acting 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except on legal obligation, any information regarding the organization's affairs or work carried out whether the same were 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 supercedes 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 proves to 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 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 involved 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.

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 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, Smt CLPM 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.


Name: Mr. Nityur Mangesh Tawade
Date: 26/08/2022



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 3466Letter of Appointment

Outward No:

Date: 05/06/2022

Employee Registration Code. : 1909

Name: Mrs. Shamsharkar Karishma Bandoji

Address: Plot No. 4 B-8, Gokul

Chs Mahada Colony Mulund

East

Name: Miss. Shamsharkar Karishma Bandoji

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 05/06/2022.

The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 05/06/2022 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.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 encashed. 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.
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 pecuniary 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 / gada / pan inside the institution premises and / or in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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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is 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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If the above terms and conditions are acceptable to you, please communicate the acceptance of the cancelled and void.

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Your's truly,

For, Sri 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.


Name: Mrs. Shambharkar Karishma Bhandari
Date: 05/06/2022



Smt. Shyamapateidevi 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 Pune.
Rajarshi Shahu Maharaj 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,

Pklt 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. Shyamapateidevi 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.
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27. In case there is any change in your qualifications, 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 cancelled and void.

assignment letter, 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.

Your's truly,

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


(Dr. Mrs. Vinodini Sinha)
(Principal)



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


Name: Mrs. Ramesh Patel
Date: 11/09/2022

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, Andheri (E), Mumbai - 400069. ☎2684 0822/2683 3455

Letter of Appointment

Outward No.: 1064 / 22

Date: 06/06/2022

Employee Registration Code: 1812

Ms. Florence B. Dhanuza
House No - 209C, Sorejini Road,
Santacruz West
Mumbai-400050.

Ms. Florence B. Dhanuza

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, managed by Smt. Shyamapidevi 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 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 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 encashed. 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.
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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 NCTE / 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.

Yours truly,

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


Dr. (Mrs.) Vandana Shaha
(Principal)



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


Ms. Florence B. Dsouza
Date: 06/06/2022



(30)

Smt. Shyamputidevi 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 Pune,
Rajawshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎: 2684 0822/2683 3455

Letter of Appointment

Outward No: 1189/22

Date: 19/09/2022

Employee Registration Code : 2440

Name: Mrs Deepa Santosh Yadav

Address: Chotu Bhai Chawl Kali Masjid

Jogdaha Ngr Sainath Ngr

Ghatkopar West 400086.

Name: Mrs Deepa Santosh Yadav

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 Andheri - East for 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 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 20000.00 / (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 encashed. 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 unauthorised 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.
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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 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 in 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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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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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 involved 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.

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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 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 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 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.

Yours truly,

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


(Dr. Manoj Kumar Shaha)

(Principal)



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


(Name: Manoj Kumar Sanosh Yadav
Date: 10/07/2022)



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 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:

Date: 06/06/2022

Employee Registration Code : 309

Name: Rajitram Yadav

Address: 1st Floor Heh 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 06/06/2022.

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 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 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 encashed. 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.
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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16. You will help organize and partake in the various co-curricular activities, programs and events organized by the institution.
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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.
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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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 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 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 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,

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

Yashwantrao
06/06/2022
(Dr. Min. Yashwantrao Sinha)
(Principal)



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

Name: Rajitram Yadav
Date: 06/06/2022



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 Maharashtra State Board of Secondary & Higher Secondary Education Puna.
Rajawshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎ 2694 0622/2683 3455

Letter of Appointment

Outward No.:

Date: 08/06/2022

Employee Registration Code : 249

Name: Mrs. Ranjesta Prajapati
Address: 4, Juma Masjid Malad, South
Chowk P P Road
Andheri (east) Mumbai

Name: Mrs. Ranjesta Prajapati

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 06/06/2022.

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 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.20000.00 / (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 Pro-rata 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.
6. You understand and accept that during the middle of academic year, you will not terminate the assignments and leave the institution without written consent of the competent / designated authority.
7. This assignment may be terminated by the Institution sub-ratio 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 when 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.
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 in 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

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 Shaha)
Principal



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



Mrs. Ranjeeta Prajapati

Date: 08/06/2022



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 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:

Date: 19/01/2024

Employee Registration Code: 1786

Name: Mr. Ketan Chindarkar

Address: Roomno.79, bld No.9 Chawl Sewree, Near
Station Sewree West Mumbai-400015.

Name: Mr. Ketan Chindarkar

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 06/06/2022.

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 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 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 Pro-rata 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.
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-noto 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.
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, earnestness 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 / ganja / pan inside the institution premises and / or in 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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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 supercedes 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 proves to 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.
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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 ineffectual 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.

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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 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 cancelled and void assignment terms, by signing and retaining 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.

Your's truly,

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


(Dr. Mrs. Varsha Sinha)
(Principal)

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


Name: M. K. Kulkarni
Date: 19/01/2024





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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400059. ☎:2654 0622/2653 3455

Letter of Appointment

Outward No. _____

Date: 02/06/2022
Employee Registration Code: 2187

Ms. Rinkle Patel
Flat No. 4, Goodhar Gya,
Maitanrallas Road,
Kandivli Mumbai-400057.

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. Shyampatidevi Mishra Education Trust, a minority institution, at Andheri - East for the position of Asst. Professor. We would like to avail your services with effect from 02/06/2022. The terms and conditions of your assignment are as follows:

1. 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.
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 Pro-rata 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.
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.
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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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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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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 proves to 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 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 & 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.


Ms. Rinkle Patel
Date: 02/06/2022







Degree College : Affiliated to University of Mumbai.

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

Letter of Appointment

Outward No: 21*

Date: 16/07/2022

Employee Registration Code: 2343

Name: Mr. Hemant Yadav

Address: Sire Ganesh Balivaji Seva Mandali

Prani Nagar Near Ankar

Bldg Gurgaon West Mumbai - 400104

Name: Mr. Hemant Yadav

It is our pleasure to welcome you as a part of Shri G.P.M. Degree College of Science & Commerce, Managed by Smt. Shyampridevi 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 01/06/2022.

The terms and conditions of your assignment are as follows:

1. Your assignment for a fixed period commences from 01/06/2022 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 responsibilities 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 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 Pro-rata 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.
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 handcopy. 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.
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 physically 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.

- 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 in 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 except in conjunction with your work for the organization. You will not, at any time, disclose or divulge or make public, except 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 involved 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 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 installations / 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 wholly 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 / DTU / 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 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 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, Smt. 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.

Name: Mr. Hemant Yadav
Date: 16/07/2022



(12)

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 Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400059. ☎:2664 0822/2683 3465

Letter of Appointment

Outward No:

Date: 06/06/2022

Employee Registration Code: 2963

Name: Miss. Shilpa Umashankar Singh
Address: The Great Indriya Nagar Marol
Pipe Line Andheri East
Mumbai 400059

Name: Miss. Shilpa Umashankar Singh

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 06/06/2022.

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 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 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 Private 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 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-note 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 05 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.
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Your's truly,

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


(Dr. Mrs. Vandana Sarda)

(Principal)

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


Name: Manoj Kumar Umeshanker Singh
Date: 06/06/2022





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 Maharashtra State Board of Secondary & Higher Secondary Education Pune.
Rajarshi Shahu Maharaj Road, Andheri (E), Mumbai - 400069. ☎:2684 0822/2883 3456

Letter of Appointment

Outward No: _____ Date: 06/06/2022
Employee Registration Code: . 2038

Name: Mr. Nilesh Dave
Address: Rama Niwas Ground Floor R-3
Gowad Wadi Vihar East
401305


Name: Mr. Nilesh Dave

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 06/06/2022.

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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 apportioned 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.
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12. This assignment and your contribution 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.

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 involved 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. Vidya Sinha)
 Principal



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


 Mr. Nilesh Shivratn Dave
 Date: 01/06/2022