

APPOINTMENT ORDER

BBA (A)/2010-11/1d

16/07/10

Mrs. Amrita Basu

**Sub: Appointment to the post of FULL TIME LECTURER in
Bachelor of Business Administration Degree Course**

The Management is pleased to appoint you on the above stated post w.e.f 16th July 2010 – 31st March 2011, (this period may be extended up to 15th April' 2011, through prior notification), on a consolidated salary of Rs.23000/- per month (Twenty Three Thousand only). You will be entitled to Twelve days casual leave during this period. No other emoluments or conveyance allowance will be paid for this post.

You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent by Registered Post Acknowledgement Due (RPAD) on the address given shall be deemed to have been acknowledged duly signed by you.

You are requested to acknowledge and communicate the acceptance of this Appointment Order within three days from the date of receipt failing which; the order shall be treated as cancelled.

Job Profile:

The job entails pedagogical efforts, conducting internal exams and assessment thereof, organizing and conducting seminars and extra curricular activities and any other administrative work assigned.

Your appointment will be subject to following conditions:

1. Submission of two passport size photographs and original as well as certified true copies of documents mentioned in Annexure I of this appointment order.
2. You are advised to undergo a medical examination and submit 'Job Fitness Certificate' by an approved Medical Practitioner.
3. A detailed Session Plan describing your pedagogical efforts.

You would also be required to strictly adhere to the clauses mentioned under Annexure II of this appointment order.



br/

(2)

Exit Clause:

Your services may be terminated:

1. In the event of unsatisfactory services after serving you a notice period of one month.
2. Automatically in the event of your absence from duty without permission for thirty continuous days or more and / or in the event of violation of Employment Terms and Conditions. You may in addition be liable for disciplinary action detailed in the University of Pune Statutes and/or as decided by the College Management.
3. You may terminate your services after serving a notice of three months (excluding holidays and / or vacation period) or reimburse three months salary in lieu thereof where the period spent in service is more than six months.

We welcome you to the organization and wish you success!

G.H. Gidwani
Dr. G.H. GIDWANI
Principal

To

1) Mrs. Amrita Basu

2) Accounts Section

*Basu.
29/7/10.
Received the
Appointment Order.*



University of Pune

Telephone Nos. :
020- 25691233
25601258
25601259



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ACADEMIC SECTION
Ganeshkhind, PUNE-411007, INDIA
Telegraph : 'UNIPUNE'
Fax : 020-25698007
Website : www.unipune.ernet.in
e-mail : dyacademic@unipune.ernet.in

Ref. No. : CCO/1027

Date : 17-12-10

To,
The Principal,
St. Mira's College for Girls,
6,Koregaon Road, Pune-411 001.

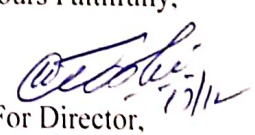
Subject: Approval to the Appointment of teachers.

Sir,

With reference to your letter No.BJSC/H/329/2010-11, Dated: 18/10/2010 regarding the proposal for approval to the appointment of teachers appointed at your College, I am directed to inform you that the appointment of the following teacher is hereby approved as Indicated below:-

Sr. No.	Name of the teachers	Post	Subject	Date and period of approval
1.	Smt. Basu Amrita	Lecturer (Full Time)	B.B.A	W.e.f. 16/07/2010

Yours Faithfully,


For Director,
(B.C.U.D.)

Copy to: -

1. Smt. Basu Amrita.
2. The Deputy Registrar, Reservation Cell, University of Pune, Pune-411 007.



ST. MIRA'S COLLEGE FOR GIRLS

P. C. I. A
In the No. 153
for 23/12/10
For B.B.A
To be dealt by. Kojel