



SADHU VASWANI MISSION'S
ST. MIRA'S COLLEGE FOR GIRLS
[ARTS & COMMERCE]
[Founder : Sadhu T. L. Vaswani]

Tel. : Off. 66 5073
Resi. 66 71 82

MRS. R. A. VASWANI
Principal

6, KOREGAON ROAD,
PUNE 411 001, [INDIA]

FORM FOR APPOINTMENT OF A TEACHER

No: E-3 (mm)/2

Date : 14.9.95.

To,
Shri/Sat **Rupa Kamat**
1178, Jadhav Wada, Shedge Lane
Sadashiv Peth, POONA 411 030.

Sub: Appointment to the post of Lecturer
in Economics (Subject)

Sir/Madam,

In response to our advertisement dated _____ you had applied for the post of Lecturer in Economics. You were interviewed for the above post by the Selection Committee appointed by the Management under Statute No. 15 of the University of Pune ~~Constituted by the Management.~~

I am pleased to inform you that the Management has appointed you on the said post in St. Mira's College for Girls, Pune - 1, in the scale of Rs. 2200-75-2800-100-4000 with effect from 15.9.95. Your appointment is subject to the following terms and conditions :-

1. Your services will be governed by the Maharashtra Universities Act, 1994, Statutes, Code of Conduct, Ordinances and Rules and Regulations laid down by the University of Pune and State Government from time to time.

2. (a) You are appointed in clear vacancy on full time basis on probation for a period of two (year(s)) from the date of joining. **subject to her clearing SET/NET by 31.3.96.**

(b) Your appointment is purely temporary for a period of _____ i.e. from _____ to _____.

(c) Your appointment is on the leave vacancy for the period of from _____ to _____.

(d) The post is reserved for _____. Since you belong to the said category, you are appointed on full-time basis on probation for a period of _____ year(s) from the date of joining.

(e) The post is reserved for _____. Since you do not belong to the said category, you are appointed full-time on temporary basis against the reserved post for a period of _____. You shall not have any claim on the said post in future.

(f) This temporary vacancy is caused by _____. Hence you are appointed full-time on purely temporary basis for a period of _____.

(g) Your appointment is on part-time/clock hour basis only.



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Tel. : 01
Resi.

3

MRS. R. A. VASWANI
Principal

6, KOREGAON ROAD,
PUNE 411 001, [INDIA]

- 2 -

3. (i) You will be paid basic pay of Rs. 2200/- per month in the scale indicated above. You will also be entitled to Dearness Allowance, House Rent Allowance and C.L.A. at the rates prescribed by the State Government from time to time. In case you are appointed for a period of more than one year, you shall earn annual increment.
- (ii) You will be paid remuneration at the rate of Rs. _____ per lecture/ per hour.
- (iii) Your appointment and salary shall be subject to approval by the University of Pune and Director of Technical Education/ Director of Medical Education & Research/ Joint Director of Higher Education as the case may be.
4. (a) You shall have to qualify the NET or the SET or similar test (as the case may be) laid down by the University or State Government/UGC or the Central Council pertaining to your faculty within the stipulated period.
- (b) You shall have to acquire the qualifications (M.Phil/Ph.D., M.A./M.S., M.D.S., M.E. etc.) as prescribed by the University/State Govt. or the Central Councils concerned within the _____ period.
5. Your appointment is subject to the minimum number of students and the workload prescribed for the post.
6. You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, marksheets, experience certificate, discharge/relieving certificate, last Pay Certificate, Caste certificate, change of name certificate (if any), etc. before joining your duties.
7. In case you accept the appointment you shall have to execute Deed of Contract of Service as prescribed in the statutes at the time of joining the duties.
8. You will be allowed to join the duties on producing of :-
 - (i) Two passport size photographs,
 - (ii) Character Certificate from two eminent persons, one of them should be a Govt. Gazetted Officer.
 - (iii) Discharge Certificate from previous employer (if any).
9. You shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate stating that you are free from any contagious disease and that you are physically fit for employment on the staff of the College/institution.



. 3 .

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Tel. : Off. 66 50 73
Resi. 66 71 62

MRS. R. A. VASWANI
Principal

6, KOREGAON ROAD,
PUNE 411 001, [INDIA]

- 3 -

10. 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.
11. You will not conduct or engage yourself in any private tuitions or private coaching classes.
12. You will not engage yourself in any other job paid full-time, part-time or otherwise, during the continuance of your service, without the permission of the competent authority/Management.
13. Your services are transfereable to any other college/institutions run by the Management.
14. Your appointment may be terminated, at any time, by either side/party, by giving one month's notice or one month's pay in lieu of notice period in case the period spent in service is more than six months.
15. If you are found absent continuously for more than thirty days without permission your services will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the management as provided for in the statutes. During the period of your service you shall not directly or indirectly do such things which are subversive to the interests of the Society/University/Institute/College/Students.
16. You have to communicate your acceptance to the Management/College Institution within seven days from the date of receipt of this Order of Appointment, failing which your appointment is liable to be cancelled.

Yours faithfully,

[Signature]
Secretary/Principal.

- To: 1. ~~Miss. Rupa Kanat~~
2. The Secretary, St. Mira's College for Girls Board, Pune - 411 001.
 3. Accounts Section.



49
No. 3 (am)/49
32

12.1.98

OFFICE ORDER

St. Mira's College for Girls, Board, Pune, is pleased to confirm the services of Miss Rupa Kumat, Lecturer, in her existing post w.e.f. 15.9.97, subject to the approval of the Joint Director, Higher Education, Pune Region, Pune 1, and University of Pune.

She will be entitled and admitted to the benefits of the General Provident Fund.

Mrs. ANU A. JATHWANI
Principal

Copy to:

- 1) Miss Rupa Kumat.
- 2) The Secretary, St. Mira's College for Girls, Board.
- 3) The Chairperson, St. Mira's College Board, Pune.
- 4) Accounts Section.

Passed in college Board meeting dated 10.12.97.



Telegaph : 'UNIPUNA'
Telex : 0145 7719 UNIP IN
Fax : 0212 353899



Ref. No.:
Ref.No.CCO/ F-7/4257

Date : 15/10/96

To,

St.Mira's College
For Girls,
5, Koregaon Road,
Pune-411001.

783
30/10/96

U-3

for file

Subject :- Approval to the appointment of
College Teachers.

Sir,

With reference to your letter No.21 dated 29/4/96 regarding the proposal for approval to the appointment of teachers of your college. I am directed to inform you that the appointments of the followings teachers are hereby approved as indicated below.

Sr. No.	Name of the Teacher	Post	Subject	Date & period of approval
1	2	3	4	5
1.	Smt.Kamat Rupa Narayan	Lecturer (Full-Time)	Economics	1.4.96 to the end of academic year 95-96 only & 15.6.96 to the end of academic year 96-97 only. (For NET/SET Exam w.e.f. 3/9/96 to 30/10/96)
2.	Smt.Jagtap Manisha Shivaji	Lecturer (Full-Time)	Economics	(Leave Vacancy) 15/6/96 to end of academic year 96-97 only. (Leave vacancy) 5/8/96 to 5/10/96.
3.	Smt.Waghmare Meenakshi Shrirang	Lecturer (Full-Time)	Commerce	(Leave vacancy) 15/6/96 to the end of the academic year 95-97 only. (For NET/SET)
4.	Smt.Damle Jasmine Y.	Lecturer (Full-Time)	Sociology	(Leave vacancy) 15/6/96 to the end of the academic year 95-97 only. (For NET/SET)
5.	Smt.Jugadar Manju Arun	Director	Physical Education	(Leave vacancy) 15/6/96 to the end of the academic year 95-97 only. (For NET/SET)



Yours faithfully,

for Registrar.

Copy forwarded with compliments to :-

- 1) Smt.Kamat Rupa N.
- 2) Smt.Jagtap Manisha S.
- 3) Smt.Waghmare Meenakshi S.
- 4) Smt.Damle Jasmine Y.



Telegraph : 'UNIPUNA'
Telex : 0145 7719 UNIP IN
Fax : 0212 353899

Ref. No. : COO/F-7 / 625

Date : 6-3-1997.....

To

The ~~Secretary~~ / Principal,
St. Mira's College for Girls
6, Koregaon Road,
Pune-411001.

Sub. : Approval to the appointment of Lecturer (Full-Time)
Ref. : Your letter No. U-3/96-97... Dated 16-12-96.....

Sir / Madam,

With reference to the subject mentioned above. I am directed to inform you that the appointment of ~~Sri~~/Smt./~~Dr~~ Kamat. Rupa...
Narayan..... as Lecturer (Full-Time)
for the subject Economics..... is hereby

(a) approved with effect from July 1996.....

(b) approved for a period of

i. e. from to only.

The College / Institute is required to follow the requisite procedure for selection and appointment of a duly qualified teacher immediately.

Thanking You,

Yours faithfully,

1300
14/3/97
U-3
M

for Registrar

Copy to :

(1) The Principal,

(2) ~~Sri~~/Smt./~~Dr~~ Kamat. Rupa. Narayan.....
St. Mira's College for Girls
6, Koregaon Road,
Pune-411001.

(3) The Deputy Registrar, Reservation Cell,
University of Pune, Pune-411007.



NAME OF THE TEACHER : MRS. ARWA/MADAN

Designation of the
post in the post : Lecturer
to be fixed as on
1.1.1996.

12

Date of Option : 1.1.1996.

S.NO.	ITEM	SUBSTANTIVE
1.	Existing scale/scales of the post (where there is more than one scale and the scales are merged in the single revised scale. The particular scale in which the employee was drawing pay should be specified).	2200-75-2800-100 4000
2.	Existing emoluments as on 1.1.1996	Rs. 2200/-
	A) Basic pay (vide Rule 7 -2(1)(A)	-
	B) Special pay (Where the special pay is merged in the revised scale) vide Rule 5 -2(1)(B)	-
	C) Dearness Allowance, appropriate to basic pay/basic pay plus special pay (where special pay is merged in the revised scale) admissible as on 1.1.1996.	Rs. 3256/-
	D) Amount of First Interim Relief	Rs. 100/-
	E) Amount of Second Interim Relief	Rs. 220/-
3.	Total existing emoluments (A) to (E)	Rs. 5776/-
4.	Fitment weightage 40% of the Basic Pay	Rs. 880/-
5.	Total of Items No.3 and 4.	Rs. 6656/-
6.	Revised scale corresponding to existing scale/scales shown against Item No.1 above.	8000-275-13500
7.	(1) Revised pay as fixed under Rule 5 -2(1)(A)(ii) at the stage in the revised scale next above the amount against No.5.	Rs. 8000/-
	(2) Number of increments due on account of bunching (Note below sub rule 1 of rule 5)	-
	(3) Stage in the revised scale of pay at which pay is to be fixed including the benefit on account of bunching.	Rs. 8000/-



so as to ensure at least one increment in the revised scale for every three increments in the pre-revised scale (Note 4 below sub Rule 1 of 5)

Rs. 8000/-

Rs. 8000/-

Rs. 8000/-

1-9-1996

8. Pay fixed in the applicable revised scale of pay (stage of pay at 5, No. 7(3) or (4) whichever is higher)
9. Amount of special pay (A) sub rule 1 of Rule 5.
10. Pay as per Rule 5, Sub Rule 2, (2) under third provision of rule.
11. Revised emoluments to be shown as
 - 1) Revised pay
 - 2) Special pay (vide Rule 5 (2) (C), unrevised rate may be shown.
 - 3) Personal pay (vide Rule 5, (2) 1 (A).
12. Date of next increment under Rule 5 (2) sub rule 1(A) Note 2.

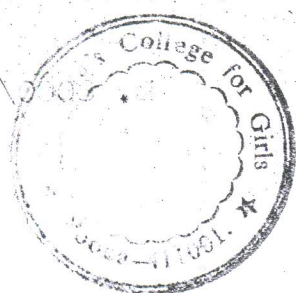
<u>Date of Increment</u>	<u>Pay after Increment</u>	Any other relevant information
1.1.1996	8000/-	
1.9.1996	8275/-	Increment released from 25.10.96 i.e. date on which SET was cleared (vide G.R. NGC/1794 dated 22.12.95)
1.9.1997	8550/-	
1.9.1998	8825/-	
1.9.1999	9100/-	

2000

G.H. Gidwani

DR. G.H. GIDWANI
PRINCIPAL

ST. MIRA'S COLLEGE FOR GIRLS, PUNE.



As per Govt. Resol. No. 11-12-1995 dated 11-12-1995

Designation Asst. Prof.

Re. 8000

Arjoan Madan

1.9.1996

8000-13500

increment is 1.9.96

Administrative

B. B. B.
Joint Director

PROFORMA FOR FIXATION OF PAY

[For Assistant professors and Equivalent Posts & Readers/ Lecturer (SG) / equivalent posts not completed 3/5 years as on 01.01.2006]

Name of the College / Institution : St. Mira's College for Girls

Name of the Teacher : Shri/ Smt. Arwah Madan

Sr.No.	Description	Relevant Information
1	Designation of the post in which pay is to be fixed as on 01.01.2006	Asstt. Porfessor
2	Status (Substantive / Officiating)	Substantive
3	Pre-revised Designation and Pay Scale	Lecturer (SS) 10000-15200
	Existing emolument as on 01.01.2006	
	a) Basic Pay (including stagnation increment, if any)	11,625
	b) Dearness Pay	5,975
	c) Dearness Allowance	3,764
	d) Total ['(a) to '(c]	21,364
5	Revised Pay Band &AGP/GP corresponding to the pre-revised scale at Sr.No. 4 above	15600-39100 AGP - 7000
6	Pay in the revised Pay Band with reference to the prerevised basic shown at Sr.No. 4(a)	21,630
7	Academic Grade pay (AGP) applicable	7,000
8	Stepped up pay with reference to the revised pay of junior, if applicable (Name & pay of the junior also to be indicated distinctly)	----
9	Revised pay with reference to the sbustantive pay in cases where the pay fixed in the officiating post is lower than the pay fixed in the substantive post, if applicable.	----
10	Personal pay, if any	----
11	Revised emoluments after fixation of pay	
	a) Pay in the revised Pay Brand (as per Sr.No. 7 or 9 or 10 above wihchever is applicable)	21,630
	b) Academic Grade Pay (Sr.No. 8)	7,000
	c) Special Pay, if admissible	----
	d) Personal Pay, if admissible	----



12 Date of next increment and pay after increment

Sr.No.	Date of increment	Pay after increment		
		Pay in Pay Band	AGP/GP	Basic Pay
1	1 st July 2006	22490	7000	29490
2	1 st July 2007	23380	7000	30380

13 Any other relevant information :



Date

Place - Pune

G.H. Gidwan
Signature & seal of Principal/Director
St. Mira's College For Girls

Attached herewith : 1 Form of option

2. Service Agreement

3. Undertaking

तपासले

कुलसचिव

पुणे विद्यापीठ, पुणे-७

As Per Govt. Resolution No.

NGC 2009/(243/09)- UNI-1, dated

12th of August, 2009 the pay ofShri/Smt. *Arwah Madan*Designation *Asstt Professor*Fixed as on 1.1.2006 Rs. *21630*In the pay band *15600 - 39100*And Grade Pay Rs. *7000*

And his / her date of next increment

Is 1st July *2008*

Verified

[Signature]
Accounts Officer,
(Higher Education Grants)
Pune Region, Pune

[Signature]
Joint Director
(Higher Education)
Pune Regional Office
Pune-411 001

PROFORMA FOR FIXATION OF PAY

for Assistant professors and Equivalent Posts & Readers/ Lecturer (SG) / equivalent posts not completed 8/5 years as on 01.01.2006]

Name of the College / Institution : St. Mira's College for Girls

Name of the Teacher : Shri / Smt. Arwah Madan

Sr.No.	Description	Relevant Information
1	Designation of the post in which pay is to be fixed as on 25.10.2007	Asst. Professor
2	Status (Substantive / Officiating)	Substantive
3	Pre-revised Designation and Pay Scale	Lecturer (SG) 12000-18300
4	Existing emolument as on 25.10.2007	
	a) Basic Pay (including stagnation increment, if any)	12,420
	b) Dearness Pay	6,210
	c) Dearness Allowance	8,818
	d) Total [(a) to (c)]	27,448
5	Revised Pay Band & AGP/GP corresponding to the pre-revised scale at Sr.No. 4 above	15600-39100 AGP - 8000
6	Pay in the revised Pay Band with reference to the prerevised basic shown at Sr.No. 4(a)	23380 23,110
7	Academic Grade pay (AGP) applicable	8,000
8	Stepped up pay with reference to the revised pay of junior, if applicable (Name & pay of the junior also to be indicated distinctly)	-----
9	Revised pay with reference to the substantive pay in cases where the pay fixed in the officiating post is lower than the pay fixed in the substantive post, if applicable.	-----
10	Personal pay, if any	-----
11	Revised emoluments after fixation of pay	
	a) Pay in the revised Pay Band (as per Sr.No. 7 or 9 or 10 above whichever is applicable)	23380 23,110
	b) Academic Grade Pay (Sr.No. 8)	8,000
	c) Special Pay, if admissible	-----
	d) Personal Pay, if admissible	-----



12 Date of next increment and pay after increment

Sr.No.	Date of increment	Pay after increment		
		Pay in Pay Band	AGP/GP	Basic Pay
1	1 st July 2008	24338 24050	8000	32330 (32050)
2	1 st July 2009 25300	25020	8000	33300 (33020)

13 Any other relevant information :

Completed 5 years in SS on 25.10.2007.

Grade pay changes hence separate sheet attached.

Date

Place - Pune

St. Mira's College For Girls, Pooa

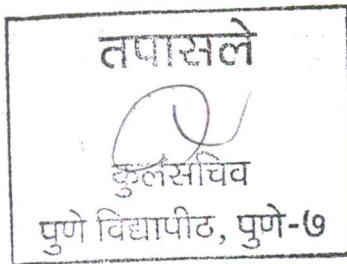
Signature & seal of Principal /Director

g.h. Gidwan
Principal

Attached herewith : 1 Form of option

2. Service Agreement

3. Undertaking



As Per Govt. Resolution No.

NGC 2009/(243/09)- UNI-1, dated

12th August, 2009 the pay of

Shri/Smt. Arwah Madani

Designation Asstt Professor

Fixed as on 25-10-07 23380

In the pay band 15700 - 39100

And Grade Pay Rs. 8000

And his / her date of next increment

Is 1st July 2008Joint Director
(Higher Education)
Pune Regional Office
Pune-411 001

Verified

Accounts Officer,
(Higher Education Grants)
Pune Region, Pune

FORM OF PAY FIXATION

AS PER THE GOVERNMENT RESOLUTION NO NGC/1200/73396/(15)/2000

VISHI - 4 DT. 12 JUNE 2000

- 1) Name of the Teacher : Mrs. Arwah Madan
- 2) Existing pay scale : 8000-275-13500
- 3) Pay in the Existing scale : Rs. 9650/- 9925
as on - 15.9.2001
15-9-2002
- 4) Date of placement : 15.9.2001* 15-9-2002
- 5) Pay scale after the placement : 10000-325-15200
- 6) Pay in the scale of : Rs. 10000/-
Rs.10000-325-15200
- 7) Date of next increment : 1.9.2002
- 8) Pay after the increment : Rs. 10325/-

*As per U.G.C.No.F-1/2002/PS/exemp dt. 31.7.2002

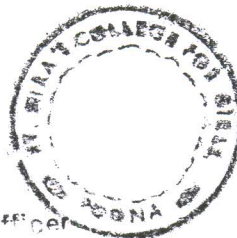
Place Pune

Date

G.H. Gidwani
Signature of the Principal

PAY APPROVED AS UNDER

Rs. 10000/- - 25.10.2001
Rs. 10325/- - 15.9.2001 25-10-2002
1.9.2002 1-10-2003



Administrative Officer

to Joint
Pune Region

Joint Director
(Higher Education)
Pune Regional Office
PUNE-411 001.

Verified
Accounts Officer,
(Higher Education Grants)
Pune Region, Pune

ASSESSMENT COMMITTEE REPORT

REPORT OF THE SELECTION COMMITTEE APPOINTED TO IMPLEMENT THE PROCESS OF SELECTION FOR PROMOTION OF A TEACHER TO THE SELECTION GRADE

Name of the College : ST. MIRA'S COLLEGE FOR GIRLS; PUNE 1
Name of the Teacher : Dr. Arwah A. Madan
Subject : Economics

A meeting of the Selection Committee appointed to consider and evaluate the performance of the teacher as related in the Self Appraisal Form for promotion to the Selection Grade of Rs. 12000-420-18300 was held at Ness Wadia College of Commerce, Pune-1 on 24-3-2007. The following members were present: -

1. Mrs. R. A. Vaswani Chairman of the Governing Body/his Nominee.
2. Dr. G. H. Gidhwanji Principal of the College.
3. Mrs. Shalini Jyee Head of the Department of the College in the concerned subject.
4. A. B. Gosavi Vice Chancellor's Nominee
5. Dr. Pastane Santosh Vice Chancellor's Nominee-Subject Expert
6. Dr. Shirsode Subject Expert
7. Dr. Mrs. Kavay Yajama Subject Expert
8. Dr. R. R. Deshpande Government Nominee

The Committee carefully considered and scrutinized the Self Appraisal Form of Prof. Dr. Arwah A. Madan alongwith the supporting documents attached to the Self Appraisal Form in the light of the conditions laid down by the Government in this behalf vide GR No. NGC-1298 (4619) UNI-4 dt. 11.12.1999.

After taking into consideration the information given by the teacher in his Self Appraisal Form regarding his academic qualifications and other achievements, the Committee unanimously recommends as under :-

That Prof. Dr. Arwah A. Madan fulfils all the conditions laid down by the Government vide GR No. NGC-1298 (4619) UNI-4 dt. 11.12.1999 for the scale of Rs. 12000-420-18300 and therefore be placed in the Selection Grade.

Contd....2/-



The Committee further recommends that Prof. Dr. Arwah Madan placed in the scale of Rs. 12000-420-18300 with effect from 15-9-2006 subject to completion of one refresher course before 30.06.2007.
(Undertaking attached)

Dr. A. Vaswami

1. (Chairman of the Governing Body / His Nominee)



G. H. Gidwani

2. (Principal of the College)
St. Mira's College For Girls

Malini eger
3. (Head of the Department of the College in the Concerned subject)

AS Gorin
4. (Vice-Chancellor's Nominee)

S. K. Dasgupta
5. (Vice-Chancellor's Nominee-Subject-Expert)

[Signature]
6. (Subject Expert)

[Signature]
7. (Subject Expert)

[Signature]
GOVERNMENT NOMINEE

Date : 24.2.2007

Place: Pune.



FORM OF PAY FIXATION (FOR SELECTION GRADE)
ACCOMPANIMENT OF GOVERNMENT NOTIFICATION
HIGHER & TECHNICAL EDUCATION, DEPARTMENT
MANTRALAYA : MUMBAI
PROFORMA OF PLACEMENT
VISHI - 4 DT .12 JUNE 2000

1	Name of the Teacher	Dr.Arwah Madan
2	Existing Post	Assistant Prof
3	Existing Pay Scale and pay Band	15600 - 39100 AGP 8000
4	Selection grade sanction on 25.10.2007	Rs. 23380+AGP 8000
5	Date of Placement As Associate Prof	25.10.2010
6	Pay Scale after the Placement	37400 - 67000 + AGP 9000
7	Pay admissible as on 25.10.2010 in the pay band/scale for serial no 7	37400 + AGP 9000
8	Date of Next Increment	1.7.2011
9	Pay after next increment	38800 + AGP 9000



G.H. Gidwani
DR. G.H. GIDWANI
PRINCIPAL
Principal
Mira's College for Girls, Pune

R. B. Chaudhary
Administrative Officer
Joint Director Higher Education
Pune Region, Pune-411 001.

Shy
Joint Director
(Higher Education)
Pune Regional Office
Pune 411 001