

BCA(A)/2010-11/1e

12/7/10

Mrs. Monika Shinde

**APPOINTMENT ORDER****Sub: Appointment to the post of PART TIME LECTURER in  
Bachelor of Computer Application Degree Course**

The Management is pleased to appoint you on the above stated post w.e.f 12<sup>th</sup> July' 2010 – 31<sup>st</sup> March' 2011 (this period may be extended up to 15<sup>th</sup> April'2011, through prior notification), on a consolidated salary of Rs.5,000/- per month (Five 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, organising and conducting seminars and extra curricular activities, 30 practical programmes for each practical course per Semester, developing software programmes to aid administrative / academic work 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.



(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) Ms. Monika Shinde
- 2) Accounts Section

*Ms. Shinde*

Rev.

Received & Accepted



*for*