



KINDLE THE LIGHT

SADHU VASWANI MISSION'S  
**ST. MIRA'S COLLEGE FOR GIRLS**

[An Autonomous College Affiliated to the Savitribai Phule Pune University]

[ARTS, COMMERCE, SCIENCE, B.Sc.(COMPUTER SCIENCE) BBA, BCA]

6, Koregaon Road, Pune - 411 001. [India]

Ph./Fax : 26124846 E-mail : mira\_college@yahoo.co.in

Dr. G. H. GIDWANI  
Principal

PU/PN/AC/015/(1962)  
College Code No.: 013

Ref.No.E-3/2015-2016/ 2

15.4.2016

To

Mrs. Azavedo Suhaile Christopher,  
67, Hermes Heritage Phase I,  
Nagar Road,  
Pune-6.

Subject: Appointment to the post of Full-time Assistant Professor in English (Degree College)

Dear Madam,

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 BP 15600-39100-AGP 6000 with effect from 15.4.2016 in clear vacancy on probation for 1 year. Your appointment is subject to the approval by the University of Pune, UGC and Joint Director and 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 1 year from the date of joining.  
(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 10.9.2014 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 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 basis only.

Please visit: [www.dadavaswanisbooks.org](http://www.dadavaswanisbooks.org)



3. (i) You will be paid basic pay of Rs.15600-6000 per month in the scale indicated above. You will also be entitled to Dearness Allowance, House Rent Allowance, and CLA 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 and 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 the State Government/UGC or the Central Council pertaining to your faculty within the stipulated period.

(b) You shall have to acquire the qualification \_\_\_\_\_ (M.Phil/PhD./M.Sc./M.E. etc as prescribed by the University/State Government or the Central Councils concerned with the \_\_\_\_\_ period.

5. Your appointment is subject to the minimum number of students and the work load prescribed for the post.

6. You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, mark sheet, experience certificate, discharge certificate, last pay certificate. Change of name (if any), 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) Two character certificate from eminent persons, one 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.



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 Acknowledge Due (READ) 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 transferable to any other College/institutions run by the Management. You will accept the workload (within the prescribed limit) as decided by the authorities.

14. Your appointment may be terminated, at any time in the event of unsatisfactory services after serving you a notice period of one month. 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.

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.

*G. H. Gidwani*  
Dr. G.H. Gidwani  
Principal

To

1. Mrs. Suhailc Azavedo
2. Accounts section



# Savitribai Phule Pune University

(Formerly University of Pune)

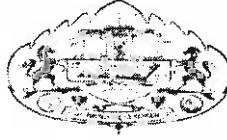
Telephone Nos. :

020 - 25691233

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25601259

25601257



ACADEMIC SECTION

Ganeshkhind, Pune - 411007, INDIA

Telegraph : 'UNIPUNE'

Fax : 020-25691233

Website : [www.unipune.ac.in](http://www.unipune.ac.in)

E-mail : [approval@unipune.ac.in](mailto:approval@unipune.ac.in)

Ref. No. : CCO/ 831

Date : 25/5/2016

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

**Subject : Approval to the Appointment of Teacher**

Sir,

With reference to your letter No. U-3/2015-2016, Dtd:- 15.05.2016 regarding the proposal for approval to the appointment of teacher 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 teacher	Post	Subject	Date and period of approval
1.	Smt. Azavedo Suhaile Christopher	Assistant Professor (Full Time)	English	W.e.f. 15/04/2016 Subject to Condition of NET verification

If any suggestion / correction in the content of this approval letter, then please notify the same in writing within a period of three months from the date of issuance of this letter to the undersigned. No communication will be entertained thereafter. The copy of approval letter may be issued to the concerned teacher.



Yours sincerely,

for Director  
B.C.D.

Copy to:-

1. Smt. Azavedo Suhaile Christopher

2. The Deputy Registrar, Reservation Cell, Savitribai Phule Pune University, Pune-411 007.