



SADHDU VASWANI MISSION'S
ST. MIRA'S COLLEGE FOR GIRLS

[ARTS & COMMERCE]

[FOUNDER : SADHU T. L. VASWANI]

Off : 624846
Resi. : 680392
College Code No. : 013

Mrs. A. A. JETHWANI

Principal

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

FORM FOR APPOINTMENT OF A TEACHER

REF. NO. E-3/(h)/2

Date : 14.6.99

To,
Shri/Smt **Jaya Rajagopalan,**
A/2, Kshitija Society,
Yerwada, Pune 411 006

Sub: Appointment to the post of LECTURER
in PSYCHOLOGY (Subject)

Sir/Madam,

In response to our advertisement dated 2.5.99 you had applied for the post of Lecturer in Psychology. You were interviewed for the above post by the Selection Committee 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 15.6.1999. 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 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 _____ 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 of _____.





(C) Real. 1000

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3. (i) You will be paid ^{Principal} basic pay of Rs. 2,200/- 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.D./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.





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- 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 (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 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 interest of the Society/University/Institute/College/Students.
16. You have to communicate your acceptance to the Management Institution within seven days from the date of receipt Order of Appointment, failing which your appointment will be cancelled.

Yours

Secretary

To: 1. Ms. Jaya Rajagoplan

2. The Secretary, St. Mira's College
for Girls Board, Pune - 411 001.

3. Accounts Section.

4. The Chairperson, Sadhu Vaswani
Mission, Pune 411 001.

SKK/-



Ph. / Fax : 6124846
College Code No. : 013

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Dr. G. H. GIDWANI
Principal

No.E-3(h)/39

1/6/01

OFFICE ORDER

St. Mira's College for Girls Board, Pune, is pleased to confirm the services of
Miss Jaya Rajagopalan, Full-time, Lecturer, in her existing post w.e.f. 15-6-2001, 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
w.e.f. 15.6.1999.

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

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



University of Pune

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Ganeslakhind,
PUNE - 411 007.

nos.:
061
06062
56060
graph: 'UNIPUNA'
lex: 0145 7219 UNIP IN
fax: 020 353899

Ref. No.: CCO/22

Date: 7-12-1999...

To,

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

Subject - Approval to the appointment of College Teachers.

Sir,

With reference to your letter No.U-3/99/2000/4 dated 11-10-1999 regarding the proposal for approval to the appointment of teachers of your college. I am directed to inform you that the appointments of the following teachers are hereby approved as indicated below :

Sr.No.	Name of the Teachers	Post	Subject	Date & Period of approval
1)	Smt.Karur Anila Thomas	Lecturer (F.T.)	Commerce	5-8-1999 <i>Anila Thomas</i>
2) ✓	Smt. Suryanarayan Hema	--"--	--"--	15-6-1999 to 14-6-2001 <i>S.H.</i> (Leave Vacancy)
3) ✓	Smt. Wadhwani Bharati	--"--	--"--	16-7-1999 to 30-10-1999 (Leave Vacancy)
4) ✓	Smt. Thadani Milan	--"--	English	22-6-1999 to 14-6-2001 <i>M. Thadani</i> (Leave Vacancy) 9/12/99
5) ✓	Smt. Rajgopalan Jaya	--"--	Psychology	15-6-1999 <i>Rajgopalan</i>
6) ✓	Smt. Kulkarni Sadhana	--"--	Politics	15-6-1999 <i>Sadhana</i>
7) ✓	Smt. Diwekar Vaishali	--"--	Sociology	15-6-1999 <i>Vaishali</i>
8) ✓	Smt. Mohanty Suchismita	--"--	Economics	20-9-1999 to 10-12-1999 <i>S. Mohanty</i> (Leave Vacancy)

Yours faithfully,

Copy f.w.cs. to:-

1. All concerned teachers



For Registrar