



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

Ph. / Fax : 624846
College Code No. : 013

Dr. G.H.GIDWANI

Principal

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

FORM FOR APPOINTMENT OF A TEACHER

REF.NO. E-300/2

DATE: 1.7.2002

To,
~~xxxxxxx~~ **Miss Elizabeth Kanale,**

Sub: Appointment to the post of LECTURER ON CHB
in MERCHANTILE LAW (Subject)

Sir/Madam,

In respose to our advertisement dated 7.6.02 you had applied for the post of LECTURER. 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. 2.7.2002 with effect from 2.7.2002. 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 probation for a period of 1 year -time basis on probation for a period of 1 year year(s) from the date of joining.
- b. Your appointment is purely temporary for a period of 1 year i.e. from 2.7.2002 to the end of the academic year.
- c. Your appointment is on the leave vacancy for the period of 1 year from 2.7.2002 to 2.7.2003.
- d. The post is reserved for 1 year. Since you belong to the said category, you are appointed on full-time basis on probation for a period of 1 year year(s) from the date of joining.
- e. The post is reserved for 1 year. 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 1 year. You shall not have any claim on the said post in future.
- f. This temporary vacancy is caused by 1 year. Hence you are appointed full-time on purely temporary basis for a period of 1 year.
- g. Your appointment is on part-time / clock hour basis only.



E.R. Sooppan
E.R. SOOPPAN
सहायक लेखा अधिकारी
Asst. Account Officer
का. रसायन (म.क.), पुणे-1.
Office, (S. C.) Pune-1.



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

[ARTS & COMMERCE]

[FOUNDER : SADHU T. L. VASWANI]

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

KINDLE THE LIGHT

Dr. G. H. GIDWANI
Principal

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

- 2 -

3. (i) You will be paid basic pay of Rs. _____ 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. 75/- 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.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, marksheet, 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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E. R. Sooppa

इ. आर. सूप्पन

E. R. SOOPAN

सहायक शिक्षक

Asst. Teacher

का. रक्षा (द.क.), पुणे-1.

Office (Pune)



SADHU VASWANI MISSION'S
ST. MIRA'S COLLEGE FOR GIRLS
[ARTS & COMMERCE]
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Dr. (Miss) G.H.GIDWANI
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 (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 service 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,

G.H. Gidwani

Secretary/Principal
St. Mira's College for Girls, Poona

To: 1. MISS ELIZABETH KANADE

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.

E.R. Sooppam

इ. आर. सूप्पम
E. R. SOOPPAN

सहायक लेखा अधिकारी

Asst. Accounts Officer.

का. रक्षा विभाग, वि. वि. (द.क.), पुणे-1.
Office No. 1000-1.





SADHU VASWANI MISSION'S
ST. MIRA'S COLLEGE FOR GIRLS
[ARTS, COMMERCE & SCIENCE]

6, Koregaon Road, Pune - 411 001. [INDIA]
Ph. / Fax : 6124846 E-mail: mira_college@yahoo.co.in

Dr. G. H. GIDWANI
Principal

College Code No. : 013

FORM FOR APPOINTMENT OF A TEACHER

REF.NO.E-3(K)/15

DATE:1.8.2003

TO,

Miss Elizabeth Kanade,

Sub:Appointment to the post of LECTURER
in MERCANTILE LAW (subject)

Sir/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, on contract basis @ Rs. 8,000/- p.m.with effect from 23.6.2003 as per Government Resolution no.Sakran/1002/(553/2001) Astha-1 dt.19.7.03

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 as full-time on contract basis on probation for a period of 1 year for the academic year 2003 - 04.

(b). Your appointment is purely temporary for a period of 1 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 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 in on part-time/clock hour basis only.



E. R. Sooppan

इ. आर. सूप्पन
E. R. SOOPPAN

सहायक लेखा अधिकारी

Asst. Account Officer

का. रक्षा लेख (पुणे - 1)
Office of the Asst. Account Officer, Pune-1.



SADHU VASWANI MISSION'S
ST. MIRA'S COLLEGE FOR GIRLS
[ARTS, COMMERCE & SCIENCE]

6, Koregaon Road, Pune - 411 001. [INDIA]
Ph. / Fax : 6124846 E-mail: mlra_college@yahoo.co.in

Dr. G. H. GIDWANI
Principal

College Code No. : 013

2

3. (I) You will be paid basic pay of Rs. _____ 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 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/Ph.D., M.D./M.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 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, marksheet, experience certificate, discharge certificate,
last pay certificate, caste 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) Character Certificate from two 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.



E. R. Sooppam
इ. आर. सूप्पम
E. R. SOOPPAN
सहायक भंडा अधिकारी
Asst. Accounts Officer
का. खा. सेवा शाखा, विवेक (द.का.) इले-1.
011-23456789



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ST. MIRA'S COLLEGE FOR GIRLS
[ARTS, COMMERCE & SCIENCE]

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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 transferable 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 months 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.

This appointment order supercedes order no. E-3(K)/13 dt. 21.6.03

Yours faithfully

G. H. Gidwani
Secretary/Principal
Principal

St. Mira's College For Girls

- To: 1. Miss Elizabeth Kanade.
2. The Chairperson, St. Mira's College Board.
3. The Secretary, St. Mira's College Board.
4. Accounts Section.



E. R. Sooppa
इ. आर. सूप्पन
E. R. SOOPPAN
सहायक लेखा अधिकारी
Asst. Accounts Officer
का. रक्षा (क.), पुणे-1.
0101, Pune-1.

University of Pune

Telephone Nos :

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5690060

5690062

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Fax : 020-5693899

Ganeshkhind,
PUNE - 411 007.



Ref No 110/5973

Date 28/10/2004

The Principal,
SVM's St Mira's College for Girls
(Arts, Commerce & Science)
6, Koregaon Road,
Pune-411 001

Subject - Approval to the appointment of college teachers.....

Sir,

With reference to your letter No U-3/2004-05/2 dated 28-9-2004 regarding the proposal for approval to the appointments 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 and period of approval
1	Smt.Kanade Elizabeth Ashok	Lecturer (Full Time)	Mercantile Law	Wef 21-6-2004.
2	Smt.Buche Dimple Vinayak	Lecturer (Full Time)	Commerce	Wef 21-6-2004 to the end of the Academic Year 2004-05 only on contract basis.
3	Smt.Pingle Madhu	Lecturer (Full Time)	Commerce	Wef 21-6-2004 to 20-6-2006 only on leave vacancy.
4	Smt.Masurkar Snehal Anant	Lecturer (Full Time)	Economics	Wef 21-6-2004 to 20-6-2006 only on leave vacancy.
5	Smt.Mirchandani Sujata	Lecturer (Full Time)	Psychology	Wef 5-7-2004 to 31-10-2004 (end of the first term) of the Academic Year 2004-05 only (leave vacancy).
6	Smt Kedari Anjali Sandeep	Lecturer (Full Time)	Psychology	Wef 21-6-2004

Yours faithfully,

[Signature]
for Director
B.C.U.D.

Copy forwarded with compliments to -

1. All concerned teachers
2. The Deputy Registrar, Reservation Cell,
University of Pune, Pune 411 007



E. R. Scoppa
इ. आर. सुप्पा
E. R. SCOPPA

Elizabeth