



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, BBA, BCA]  
6, Koregaon Road, Pune - 411001.[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  
9.2.2015

Ref.No.E-3/2014-2015/ 2

To  
Ms. Kenchi Veena Harish,  
Aqshar No. 46, Vinkar Society,  
Padmavati,  
Dhankawdi, Pune-43.

Subject: Appointment to the post of Full-time Assistant Professor in Political Science.

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 10.2.2015 in clear vacancy on probation for 2 years. 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.~~

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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.S. /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. Ms. Veena Kenchi
2. Accounts section



# Savitribai Phule Pune University

(Formerly University of Pune)

31

Telephone Nos. :

020 - 25691233

25601258

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ACADEMIC SECTION

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Ref. No. : CCO/ Approval Comp/1083

Date : 11/5/2015

To,  
The Principal,  
Sadhu Vaswani Mission's,  
St. Mira's College for Girls,  
Arts, Commerce, Science, BBA, BCA,  
Koregaon Road, Pune - 411001.

## Sub - Approval to the appointment of college teacher...

Sir,

With reference to your letter No. U-3/2014-15, Dated: 27.02.2015, 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 Teacher	Post	Subject	Date and Period of approval
1.	Smt. Veena Kenchi	Assistant Professor (Full Time)	Political Science	W.e.f. 10.02.2015
2.	Dr. Sandhya Sharad Pandit	Assistant Professor (Full Time)	History	W.e.f. 16.02.2015

ST. MIRA'S COLLEGE FOR GIRLS  
PUNE

Principal \_\_\_\_\_

Inward No. \_\_\_\_\_

Date \_\_\_\_\_

File No. \_\_\_\_\_

To be dealt by \_\_\_\_\_

Yours Sincerely,

for Director  
(B.C.U.D.)

Copy to :-

1. All Concerned Teachers.
2. The Deputy Registrar, Reservation Cell, Savitribai Phule Pune University, Pune 411 007.

