



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 : info@stmirascollegepune.edu.in

NAAC 3rd Cycle - A grade

Dr. Jaya Rajagopalan  
Principal Incharge

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

## FORM FOR APPOINTMENT OF A ASSISTANT PROFESSOR

BBA (CA)/2023-24/7

Mrs. Priyanka Nanda  
23/1, Mrutanjay Society,  
Vimal Villa, Near Anandnagar, Kothrud,  
Pin Code-411038.

01/7/2023

Sub: Appointment to the post of FULL TIME ASSISTANT PROFESSOR  
in Bachelor of Business Administration (Computer Applications) Degree Course

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, with effect from 5<sup>th</sup> July 2023 till 30<sup>th</sup> April 2024. You are required to enroll and complete 2 to 3 online courses and submit the certificate to the college before the start of Term 2 of the Academic Year 2023-24. The names and the links for the Online Courses are attached herewith.

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. 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.
3. You will not conduct or engage yourself in any private tuitions /coaching classes.
4. 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.
5. Your services are transferable to any other college/institution run by the Management.
6. 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.
7. 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.



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

8. You are expressly required to organize and conduct seminars as also extra-curricular activities and help in administrative work.
9. 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.

*Jaya*

Dr. Jaya Rajagopalan  
Principal Incharge

To:-1) Mrs. Priyanka Nanda  
2) Accounts Section

