



PIMPRI CHINCHWAD EDUCATION TRUST'S

# S. B. PATIL INSTITUTE OF MANAGEMENT

(Approved by AICTE & Affiliated to Savitribai Phule Pune University)

Sect.No. 26, Near Akurdi Railway Station, Pradhikaran, Nigdi, Pune - 411044. Ph. : (020) 27656900 / 9552511041  
Tele Fax : 27653166 Website : www.sbpatilmba.com E-mail : sbpatilmba@gmail.com



Ref. No. : SBPIM/A.O./2021-22/01C

Date : 01/07/2021

To,  
**Ms. Shilpa D. Kundle**  
A-204, New Indraprabha Housing Society,  
Vikasnagar, Dehuroad, Pune - 412101.

Subject: Appointment to the post of **Assistant Professor**.

**Ms. Shilpa D. Kundle,**

We are pleased to inform you that as per the recommendations of Local Staff Selection committee, you are appointed as an **Assistant Professor** on two years probation in **Pimpri Chinchwad Education Trust's S. B. Patil Institute of Management, Nigdi, Pune** with effect from date of joining. Your appointment is subject to the following terms & conditions.

1. You are appointed as an **Assistant Professor** in **Pimpri Chinchwad Education Trust's S. B. Patil Institute of Management, Nigdi, Pune**. Your appointment is from 01.07.2021 subject to the final approval by the University. You will be paid **Basic Pay of ₹ 22620/- plus AGP ₹.6000/-** per month in the pay scale of ₹ 15600-39100 and AGP ₹ 6000. Your salary details are attached in Annexure 'A'.
2. You shall not claim to be a regular employee and right to continue service after probation unless you will not be selected by UGC Appointed Selection Committee.
3. Your job responsibilities as per SBPIM include teaching, Laboratory work, Research activities and Resource guidance, Leading consultancy project, Curriculum development & Developing resource materials. In addition to the above duties you are also responsible for innovation teaching, Continuing educational activities, academic and administrative planning and development work at Institute level and assisting at Institutional level, students counseling and interaction, co-curricular and extra-curricular activities and any other duties assigned time to time by the authority.
4. Your appointment is on full time basis. During the period of your employment with the Institute, you shall devote your full time to the work of the Institute. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Institute. You will not join any part time / full time courses without the prior permission of the Institute.
5. Your present place of work will be at **SBPIM, Pimpri Chinchwad, Pune**. However, during the course of the employment, you shall be liable to be posted / transferred to any Department / Section/ Associated Institute or any other establishment/associated with/ part of the Trust in India, at the sole discretion of the Trust.

Recd.  
Shilpa

6. Your absence for a continuous period of ten days without prior approval from your superior, (including overstay on leave/training) would result in termination of your services without any Notice. You will be eligible to the Leave benefits as per the College/ Institute Leave Rules on your confirmation to the appointment.
7. You shall not during continuance of your employment and thereafter, disclose and divulge to any person, firm or body whatsoever, any information acquired by you while you were in the service of Institute, including concerning the practices, policies and processes of the Institute to any of the Educational Institutions.
8. You will not process any letters either signed by you or signed jointly on any issues Concern to the Management without prior permission of the Principal. You will not approach to any authorities connected to the Institute / Trust without prior permission of the Director.
9. If you are found guilty of violation of any terms and conditions of this appointment letter or guilty of fraud/disobedience/negligence/indiscipline or directly or indirectly involve yourself in any activities which are against the interest of the management, institution, trust, staff or student, you shall be liable for disciplinary action and punishment as provided for in the statutes and rules and regulations of the Institution/Trust.
10. Your appointment may be terminated at any time by either party, by giving one-month notice or one-month pay in lieu of notice period.
11. You will be responsible for safe keeping and return in good condition and order of all Institute property, which may be in your use, custody, or charge, if any.
12. As per the guidelines and regulations prescribed by the All India Council of Technical Education (AICTE), University Grants Commission (UGC) and Affiliating University the minimum qualification to be appointed as an Assistant Professor, Ph.D. Accordingly, you must acquire the Ph.D. Degree within your probation period or whenever the next exams are conducted. If you fail to acquire the said qualification within the prescribed time, the Trust will take an appropriate decision according to the rules and regulations in that regard. *(If applicable)*
13. According to AICTE criteria, you should complete research papers and published books every year. As per the college requirement of National Ranking Framework.
14. Your services will be governed by the Maharashtra Public University Act 2016, Statute, Code of Conduct, Ordinances and Rules & Regulations laid down by the MPCs and Government of Maharashtra from time to time.





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15. You shall submit the originals as well as certified true copies of relevant testimonials such as Birth Certificate, Mark Sheets, and Experience Certificate, Discharge/Relieving Certificate, Last Pay Certificate, No Dues/Clearance Certificate (if any), Pan Card, Aadhar card, Cast Certificate, Non Creamy Layer Certificate, Caste Validity Certificate as applicable & two Passport size latest photo etc. before joining your duties.
16. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) or have submitted forged/fraudulent document, resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
17. You are requested to acknowledge the receipt of this appointment letter and communicate the acceptance within 02 days from date of receipt of the same to the Principal of the Institute. If no written reply accepting the said appointment letter is received within the prescribed date, mentioned above, then your appointment shall be treated as cancelled.
18. We welcome you to PCET's SBPIM family and look forward to a fruitful collaboration.

Director

PCET's S.B. Patil Institute of Management  
Nigdi, Pune - 411044

Secretary

Pimpri Chinchwad Education Trust  
Nigdi, Pune - 411044.

*Bundle*



Received & Accepted





PIMPRI CHINCHWAD EDUCATION TRUST'S  
**S. B. PATIL INSTITUTE OF MANAGEMENT**

SECTOR NO. 26, PRADHIKARAN, NIGDI, PUNE: 44.



From : Ms. Shilpa D. Kundale  
A-204, New Indraprastha  
Housing Society, Vitarnagar,  
Dehuroad, Pune 412101.

Date: 01/07/2021

To  
The Director  
S. B. Patil Institute of Management  
Sector No. 26, Pradhikaran, Nigdi, Pune: 411044.

Subject: **Joining Report**

Ref. No. Your Appointment Order No. SBPIM/A.O./2021-22/01 C  
Dated 01/07/2021

Sir,

With reference to the above mentioned order, I have pleasure to inform you that I am joining my duties as a Assistant Professor with effect from dated 01/07/2021 at 9:00 a.m./p.m.

The Certified copies are attached herewith.

Yours Faithfully

(Ms. Shilpa Kundale)

**REMARK OF DIRECTOR**

He / She is allowed to join. He / She should report to Dr. Anish Kumar Konda H.O.D./Head Clerk and get further instruction from him/her as regards work load and any other duties.

H.O.D. / O.S.

Director

Copy to: 1. Accounts Section  
2. Personal File