



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/2020.21/204C

Date: 01/07/2020

To,  
Dr. Lakshmi Jasti  
Flat No. 20, C Wing, Shantikunj Hsg. Society,  
Govind Dham, Pradhikaran,  
Ravet.

Sub. : Appointment Letter

Dear Dr. Lakshmi Jasti,

With reference to your application and subsequent interview by the Selection Committee, I am glad to inform you that you are appointed as 'Assistant Professor' in S. B. Patil Institute of Management under faculty of Management (PCET), on Regular Appointment on the following terms and conditions:

1) **Nature of appointment :**

1.1) You have been appointed on full time post of 'Assistant Professor'.

2) **Salary and other benefits :**

- 2.1) You will be placed in the Pay Band 15600-39100 and AGP 6000,  
Your salary details are attached in Annexure "A".  
2.2) Other Benefits: You shall be entitled to Contributory Provident Fund.

3) **Other Terms and Conditions :**

- 3.1) You shall have to acquire the qualifications as prescribed by the University Grants Commission in the Notification on minimum qualifications for appointment of Teachers in Universities / Colleges and compliance of the same shall be the prerequisite for your further continuation / career advancement, subject to satisfactory performance and recommendations by the head of the institute as per PCET norms.  
3.2) You will be a full time employee of S. B. Patil Institute of Management and shall not engage yourself anywhere full time / part time either honorary or otherwise, except with prior permission of the Principal/ Director,  
3.3) The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.  
3.4) Your services are transferable to any other institute / college of PCET constituent colleges  
3.5) You shall not conduct or engage yourself in any private tuition or private coaching class.  
3.6) You shall be governed by the rules, regulations, statutes, code of conduct, ordinances, notifications and office orders in force and as amended from time to time by the PCET & Regulatory authority and by the Management of PCET in relation to your duties, responsibilities, assignments and day to day functioning.

You shall be allowed to join duties on submission of following documents and your appointment shall be provisional and conditional pending submission of these documents.

- (a) Relieving letter / Discharge Certificate from previous employer (if any).  
(b) Fitness Certificate.  
(c) Certified true copies of relevant testimonials such as certificates of qualifications, mark-sheets, date of birth certificate, experience certificate, last pay certificate, caste certificate (if applicable), change of name certificate (if any) etc.

*Laks*  
Received  
01/07/2020



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Ref No.

Date:

- (d) Reference report from eminent person from your field.
- 3.8) You are required to give correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Management of PCET. It will be presumed that any letter sent by Registered Post Acknowledgement on the address given shall be deemed to have been received, acknowledged and signed by you.
- 3.9) Your appointment can be terminated, at any time during this period by giving a notice of one month or by paying one month's salary in lieu thereof, on either side without assigning any reason.
- 3.10) You will be required to give an undertaking for confidentiality and non-disclosure (including IPR and other policy matters) as per HR policy of PCET.
- 3.11) If you are found absent continuously for more than 15 days without prior written permission, your services shall stand terminated automatically.
- 3.12) If you are found guilty of violation of any terms and conditions, you shall be liable for disciplinary action and punishment as provided for in the rules, regulations, statutes, code of conduct, ordinances, notifications and office orders in force and as amended from time to time by the PCET and by the Management of PCET
- 3.13) On expiry of the period of appointment and in the event of termination of appointment in any manner whatsoever, you shall not claim any lien or any right to be continued or automatic reappointment to the said post.
- 3.14) You shall be entitled to annual increment, at the discretion of the PCET management.
- 3.15) You shall be allotted assignments related to students' activities, assessment, evaluation, supervision, examination related work and other academic administrative work in addition to the teaching assignments.
- 3.16) You may take assignments as examiner/assessor/evaluator/invigilator elsewhere with prior permission of the competent authority of PCET.
- 3.17) On termination of this appointment, for whatever cause / reason, you shall hand over the charge of your post to a duly authorized person after clearing all dues, books, apparatus, records and such other articles belonging to PCET / PCET, as may be due from you. The Management of PCET shall issue necessary relieving / discharge certificate only after compliance of these requirements.
- 4) You shall not be entitled to any TA / DA or reimbursement of relocation expenses for joining against this appointment letter.
- 5) The matters not specifically mentioned in this letter in respect of your appointment shall be decided on merit by the Management of PCET and the decision shall be binding on you.

  
Secretary

Pimpri Chinchwad Education Trust  
Sector No. 26, Pradhikaran, Nigdi, Pune:44.



  
Director

S. B. Patil Institute of Management  
Sector No.26, Pradhikaran, Nigdi, Pune: 44.

Acceptance

I hereby acknowledge receipt of the appointment letter and accept the terms and conditions mentioned therein. I propose to join by 01.07.2020.

Signature: \_\_\_\_\_

  
(Dr. Lakshmi Jasti)



From : Dr. Lakshmi Jasti  
Flat No. 20, C wing, Shantikunj  
Hsg. Soc. Govind Dham,  
Pradhikaran, Pune,  
Date: 01/07/2020

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./2020-21/204C  
Dated 01/07/2020

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 01/07/2020 at 9:00 a.m./p.m.

The Certified copies are attached herewith.

Yours Faithfully

Lakshmi  
(LAKSHMI J)

**REMARK OF DIRECTOR**

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

**H.O.D. / HEAD CLERK**

Copy to: 1. Accounts Section  
2. Personal File

[Signature]  
for Director



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Tele Fax : 27653166 Website : www.sbpatilmba.com E-mail : sbpatilmba@gmail.com



Ref. No. : SBPIM/A.O./2018-19/3444

Date : 04.07.2018

To,  
Mrs. Lakshmi Jasti,  
Flat No. 20, C Wing,  
Shantikunj Hsg. Society, Govind Dham,  
Pradhikaran, Ravet.

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

Madam,

In response to your application dated 25.06.2018, you had applied for the post of **Assistant Professor**. As per the interview held on 28.06.2018, we are pleased to inform you that you are appointed as Assistant Professor at S. B. Patil Institute of Management, Nigdi, Pune: 44 on following terms and conditions:

1. Your appointment will be for the **Academic Year 2018-19** with effect from date of your joining post.
2. You will be paid basic pay of Rs. 18,320/- + Rs. 6,000/- AGP = 24,320/- per month in the scale of Rs. 15,600-39,100 plus Allowances.
3. You shall submit the originals as well as certified true copies of relevant testimonials such as date of birth certificate, mark-sheets, medical certificate, experience certificate, discharged or relieving certificate, last pay certificate (if any), etc. before joining your duties.
4. 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 office. 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.
5. 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.
6. 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.
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 services you shall not directly do such things which are subversive to the interests of the society / University / Institute / college / Students.

Received  
Kale

Secretary

Pimpri Chinchwad Education Trust

Sector No.26, Pradhikaran, Nigdi, Pune:44.



Director

S. B. Patil Institute of Management  
Sector No.26, Pradhikaran, Nigdi, Pune: 44.

Copy to: 1. Personal File  
2. O. C.



PIMPRI CHINCHWAD EDUCATION TRUST'S  
**S. B. PATIL INSTITUTE OF MANAGEMENT**  
SECTOR NO. 26, PRADHIKARAN, NIGDI, PUNE: 44.



From: LAKSHMI J

FLAT NO:-20, SHANTI  
KUNJ HSG. SOC, C-WING,  
SECTOR NO:-29, RAVET

Date: 4/07/2018

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/2018-19/3444  
Dated 4/07/2018

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 4/07/2018 at 10.00 a.m./p.m.

The Certified copies are attached herewith.

Yours Faithfully

Lak  
(LAKSHMI J)

**REMARK OF DIRECTOR**

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

**H.O.D. / HEAD CLERK**

[Signature]  
Director

Copy to: 1. Accounts Section  
2. Personal File



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**S. B. PATIL INSTITUTE OF MANAGEMENT**

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Telefax: 2765 3166 Website : www.sbpatilmba.com Email : sbpatilmba@gmail.com

Ref. No. : *SAP20/2012-13/A-01.877*

Date : *12/10/2012*

To,  
**Mrs. Laxmi Jasti**  
Flat No. 20, C Wing,  
Shantikunj Hsg. Society, Govind Dham,  
Pradhikaran, Ravet.

Subject: - Appointment to the post of **Assistant Professor** in S. B. Patil Institute of Management, Pradhikaran, Nigdi, Pune: 411 044.

Madam,

In response to our advertisement dated 6<sup>th</sup> June 2012, you had applied for the post of Assistant Professor. You were interviewed for the above post by University selection committee under Statute 415 of the University of Pune on 6<sup>th</sup> October 2012.

I am pleased to inform you that on the committee's recommendation, Management has appointed you on the said post in S. B. Patil Institute of Management, Sector No.26, Pradhikaran, Nigdi, Pune – 411 044 in the scale of **Rs. 15600-39100 + AGP 6000** with effect from date of joining. Your appointment is subject to the following terms and conditions,

1. Your appointment will be for the **Academic Year 2012-13** with effect from the date of joining till the completion of academic year.
2. You will be paid **Rs. 22,250/- (Inclusive AGP)** as a basic per month. You will also be entitled to Dearness Allowances, House Rent Allowances and C.L.A. at the rates prescribed by the state Government from time to time. Your appointment and salary shall be subject to the approval by the University of Pune and Director of Technical Education as the case may be.
3. Your appointment is subject to the number of students and the workload prescribed for the post.
4. You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, mark-sheets, medical certificate, experience certificate, discharged/relieving certificate, last pay certificate (if any), etc. before joining your duties.
5. 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 office. 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.
6. 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.
7. 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.
8. If you 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 services you shall not directly do such things which are subversive to the interests of the society / University / Institute / college / Students.
9. You have to communicate your acceptance to 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.

*[Signature]*  
Secretary

Pimpri Chinchwad Education Trust  
Sector No. 26, Pradhikaran, Nigdi, Pune:44.

*[Signature]*  
Director

S. B. Patil Institute of Management  
Sector No. 26, Pradhikaran, Nigdi, Pune: 44

- [Signature]*  
C.C.
- i. Accounts Section
  - ii. Personal File
  - iii. O.C.

*[Signature]*  
Received and accepted



PIMPRI-CHINCHWAD EDUCATION TRUST'S

# S. B. Patil Institute of Management

SECTOR NO.26, PRADHIKARAN, NIGDI, PUNE - 411 044.  
Tel. : 27653168 Fax : 020-27653166 Website : [www.sbpatilmba.com](http://www.sbpatilmba.com)

From : Ms. Laxmi Jasti  
Flat No 20 'C' wing  
Shantikunj Hsg. Society  
Govind dhara Pradhikaran Rd

Date : 19.11.2012

To,  
The Director

S. B. PATIL INSTITUTE OF MANAGEMENT  
SECTOR NO.26, PRADHIKARAN, NIGDI, PUNE - 411 044.

**Subject : Joining Report**

Reference : Your appointment letter order NO: SBPJM/2012-13/1001

Sir,

With reference to above mentioned order, I have pleasure to inform you that I am joining my duties as a Assistant Professor with effect from at 9.00 am/pm. 19.11.2012

The Certified copies are attached herewith here with. My permanent home address is given below :

Yours Faithfully,

Address : As above  
\_\_\_\_\_  
\_\_\_\_\_

( Laxmi )  
LAKSHMI. JASTI

## REMARK OF DIRECTOR

He is allowed to join. He should report to Shri Dr. Daniel J. Penkar (Director) H. O. D. and get further instructions from him / her as regards work load and any other duties.

C. C. :

1. The Secretary, PCET, Pune
2. Account Section
3. Personal File

Director

Laxmi  
Director

S. B. Patil Institute of Management  
Sector No. 26, Nigdi,  
Pradhikaran, Pune - 411 044