



THE BOMBAY SALESIAN SOCIETY
DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)

DON BOSCO MARG,
YERVADA, PUNE 411 006
Ph: 020 26615646
Fax: 020 26615646

E-mail: donboscoyervada@yahoo.com

Affiliated to University of Pune
ID NO. PU/PN/AC/453/2013

CONTRACT OF EMPLOYMENT

Contract of Employment, made on the **04th day** in the month of **March** in the year **2023**, by and between DON BOSCO COLLEGE OF ARTS & COMMERCE (EVENING) hereinafter the Employer and **Ms. Shrungarpure Arati Sharad** hereinafter, the Employee. The Employer and Employee enter into the

CONTRACT OF EMPLOYMENT WHEREAS,

- The Employer has offered to Employ the Employee, according to the Terms and Conditions set forth herein and on the attachment.
- The Employee has accepted the said offer of employment and
- It is acknowledged that the written agreement specifying the Terms and Conditions of the Employee's employment by the College will provide the basis for agreed rights and obligations as well as future understanding between the parties. THEREFORE, the parties agree as follows:

SECTION 1: TERMS OF EMPLOYMENT

- a) The Employee agrees to perform to the best of his/her ability, the duties of such position as set forth in Section 2 onwards of this contract.
- b) The Employee's term of employment on probation will commence from **04/03/2023** to end of the academic year (2022-23), unless further extended or sooner terminated as hereinafter provided.
- c) The Employee will be designated as: **Assistant Professor**.
- d) No later than three months prior to the termination date of this contract, or any extension hereof, the Employer will formally notify the Employee of its intention either:
 - i. To extend or renew the existing Contract for a specified term.
 - or
 - ii. To terminate this relationship at the end of the current Contract.

Should the Employer not meet the requirement of Section 1 (d) above, the term of this Contract shall be automatically extended by an additional period to ensure that the Employee has three months prior intimation to the last date of his/her unemployment as intended in clause (d) above.

SECTION 2: EMPLOYEE'S TERMS OF EMPLOYMENT

As an Employee, as Assistant Professor, you will be responsible to the Principal for the following:

- For day to day running of your classes.
- Teaching various classes as per Principal's instructions.

- Maintaining effective records of curriculum covered, lesson notes, student attendance, work covered and of student progress.
- Taking part in extra –curricular activities as and when required.

The Principal may from time to time assign additional duties and responsibilities to the Employee as deemed appropriate.

SECTION 3: COMPENSATION

The Employee will receive a monthly gross salary.
This consists of:

Salary details for 2022-23

Basic	DA 60%	HRA 15%	MA	TA	Gross	PT	PF	Net
15430/-	9258/-	2315/-	1500/-	1500/-	30003/-	200/-	1800/-	28003/-

Income tax will be deducted at source as per prevailing tax laws.

SECTION 4: PROVIDENT FUND SCHEME

You will be required to become a member of the PF scheme to which the Senior College subscribes immediately on joining. The Senior College contribution under this scheme, which at present is 12% of Gross Salary (Gross – HRA) (not exceeding the ceiling amount of 1800.00 as per PF Act.) with a matching compulsory contribution from you. You will be required to submit PF enrolment/transfer forms to the College Office immediately. In this respect you will be governed by the relevant rules in force from time to time.

SECTION 5: CONFIRMATION

Should the Employer not meet the requirement of Section 1 (d) above, the term of this Contract shall be automatically extended by an additional period to ensure that the Employee has three months prior intimation to the last date of his/her unemployment as intended in clause (d) above.

Either party may terminate the appointment by giving to the other three months notice or payment of Basic Salary in lieu thereof. On completion of the probation period till such time that you are intimated in writing regarding your further period of service, you shall continue to be on probation.

SECTION 6: MEDICAL FITNESS AND VERIFICATION OF PARTICULARS:

Your appointment is subject to your being declared medically fit by a registered medical officer and continuing to remain medically fit. The College may require that you establish your physical fitness for your work through periodic medical examinations by a specified Medical practitioner during the period of your service.

Incase particulars mentioned in your application are found false, not authentic or without documentary proof, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

SECTION 7: DUTIES AND RESPONSIBILITIES:

- a) The College generally follows a calendar of 210 working days for the students and 230 working days for the academic staff. As a responsible professor you will be expected to be present on all working days at College as well as on other days as and when exigencies arise.
- b) The College expects that you subscribe to the intent of the College, and will work to a high standard of integrity, initiative, efficiency and economy.
- c) You will devote your entire time and attention to the work of the College and will not undertake any direct/indirect business or work, honorary or remuneratory, including private tuitions without prior permission from the head of the College. Contravention of this will lead to the termination of your service without any prior notice or any compensation in lieu of such notice.
- d) You will not seek membership of any local or public bodies without first obtaining written permission from the head of College.
- e) You will not disclose to any unauthorized person during the period of your service or subsequently, by word of mouth or otherwise, particulars or details of the Colleges security arrangements, or organizational matters of a confidential nature, which it may be your privilege to know by virtue of your being the Colleges employee.
- f) You will not enter into any commitments or dealings on behalf of the College except where you have received an expressed authorization from the Head of College.
- g) You shall abide by standard of ethics/ conduct expectation of the College existing from time to time.
- h) You shall be fully responsible for timely compliance of all applicable statutes, laws rules, regulations, procedures of central/ state government, semi government, autonomous/ appropriate authorities/ bodies and institutions that may be required by your position at any given point of time. These inter-alia shall include:
 - i) Keeping yourself aware and updated on all applicable statutes, laws, rules, regulations and procedures as above.
 - ii) Ensuring proper implementation of all applicable statutes, laws, rules, regulations and procedures etc
 - iii) Timely filing of all returns/ documents/ information/particular to concerned authorities.
 - iv) Maintaining all records / proof as required under the applicable statutes, laws, rules, regulations and procedures, etc.
 - v) Taking any other actions that may be required for compliance of applicable statutes, laws, rules, regulations and procedures, etc.
 - vi) Keeping the College Management apprised of the compliances made with proof in support thereof.
- l) You will be responsible for the safe keeping and return in good condition and order of all the properties of the College that may be in your use, custody , care or charge. For the loss of any such property, the College will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

SECTION 8: DESCRIPTION OF WORK

You will be required to perform a variety of roles in the college, involving academics, sports and physical fitness, fine and performing arts, escorting children on trips and hikes, administrative tasks, depending upon your talents and the needs of the College.

SECTION 9: TERMINATION OF CONTRACT SERVICE

- a) You will automatically retire from the service of the College on attaining the age of 60 years.
- b) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you:
 - i) Return to work within 8 days from the commencement of such absence and
 - ii) Give an explanation to the satisfaction of the Management regarding such absence.
- c) In the event of any misconduct, the College reserves the right to take appropriate disciplinary action as it may deem fit.
- d) Either party may terminate the appointment by giving to the other 3 months notice or payment of Basic salary in lieu thereof.

Given nature of the activity and your engagement, the management expects that such notice will be so given when the actual separation coincides with the end of the term / session. The management will have a right to otherwise treat such notice as invalid

SECTION 10: LEAVE

You will be eligible for 10 days casual leave as per College leave rules in force. You will also be eligible for vacation as per the vacation policy of the College. Kindly note that provision of eligibility does not necessarily grant a right. Application of leave of whatever kind will be made by the staff and will be subject to sanction of such leave by the appropriate authority.

SECTION 11: GENERAL

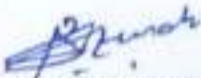
- a) The service rules and regulations including conduct, discipline and administrative orders will cover you and any such other rules of the College that may come in force from time to time.
- b) Your date of birth mentioned in the Matriculation/Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- c) You will intimate in writing to the College any change of address, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- d) The present title/designation is subject to change depending upon work assignment from time to time.
- e) You are required to submit the following documents, if you have not submitted the same earlier:

- 1) Certificates in support of your education/Professional qualification, experience, date of birth and other testimonials in original together with copies thereof
- 2) 2 copies of your recent passport size photographs (colour)
- 3) Relieving letter from the past employer incase you are employed.

Acceptance letter and all future correspondence should be addressed to.



Fr. Michael Bansode (Director)



Dr. P. N. Shende (Principal)

PRINCIPAL

DON BOSCO COLLEGE OF ARTS & COMMERCE
(EVENING COLLEGE)

Don Bosco Marg., Yervada, Pune - 411006



Ms. Shrungarpure Arati Sharad

Employee Name and Signature

Date:



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Contract of Employment, made on the **1st day** in the month of **March** in the year **2023**, by and between DON BOSCO COLLEGE OF ARTS & COMMERCE (EVENING) hereinafter the Employer and **Dr. Vijeta V. Choudhary** hereinafter, the Employee. The Employer and Employee enter into the

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- The Employee has accepted the said offer of employment and
- It is acknowledged that the written agreement specifying the Terms and Conditions of the Employee's employment by the College will provide the basis for agreed rights and obligations as well as future understanding between the parties. THEREFORE, the parties agree as follows:

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The Principal may from time to time assign additional duties and responsibilities to the Employee as deemed appropriate.

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The Employee will receive a monthly gross salary.
This consists of:

Salary details for 2022-23

Basic	DA 60%	HRA 15%	MA	TA	Gross	PT	PF	Net
16800/-	10128/-	2532/-	1500/-	1500/-	32540/-	200/-	1800/-	30540/-

Income tax will be deducted at source as per prevailing tax laws.

SECTION 4: PROVIDENT FUND SCHEME

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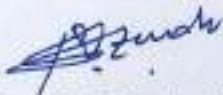
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- 3) Relieving letter from the past employer incase you are employed.

Acceptance letter and all future correspondence should be addressed to.



Fr. Michael Bansode (Director)



Dr. P. N. Shende (Principal)

PRINCIPAL

**DON BOSCO COLLEGE OF ARTS & COMMERCE
(EVENING COLLEGE)**

Don Bosco Marg., Yervada, Pune - 411006



Dr. Vijeta V. Choudhary

Employee Name and Signature

Date:



THE BOMBAY SALESIAN SOCIETY

DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)

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To,
Mr. Baisane P Bhimarao,
Samiksha House, Lane no. 14,
Swami Samarth Nagar, Sathe wasti,
Dhanori, Lohegaon Road,
Pune- 47

Subject: Appointment order.

Dear, Mr. Baisane P Bhimarao,

We are pleased to inform you that you are appointed as an **Assistant Professor (CHB)** for Don Bosco College of Arts & Commerce (Evening). Your work timings will be from **4.30 P.M. to 8.30 P.M.** on all working days effect from **12th October, 2022 to end of the academic year (2022-23)** on the following terms and conditions:

Your new monthly remuneration is as follows:

Basic	DA 60%	HRA 15%	MA	TA	Gross	PT	PF	Net
11460/-	6876/-	1719/-	1500/-	1500/-	23055/-	200/-	1800/-	21055/-

1. You will be reporting to the Authorized Person appointed on behalf of the Principal and give daily reporting as intimated / as desired.
2. You will be governed by the norms of discipline as applicable to the institution.
3. You will be strictly observing punctuality while reporting on duty.
4. You will be fulfilling all the requirements regarding the Institution's assistance as required by the organization.
5. During the continuance of your employment or thereafter at any time, you shall not disclose, divulge or communicate to any person or persons whatsoever, any information of a secret or confidential nature relating to the work of the institution.

P.T.O

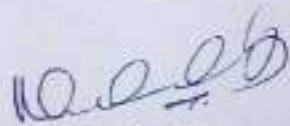
6. You will be eligible for leave in accordance to the National & Festival Holidays as applicable to our institution.
7. Further more, you are entitled to (08) days casual leave for the scholastic year, which will not be carried forward. Taking further leave would mean a day's salary lost.
8. If any information furnished by you is found to be incorrect, false or inadequate, your employment stands terminated automatically.
9. In case of your misconduct, your services are also liable to be terminated without assigning any reason thereof and without any notice.
10. If you change your residence, you will immediately inform in writing to the institution about the new address.
11. The management shall have the right to require you to subject yourself at any time during employment with the institution to medical examination. If you are not found medically fit, you may be terminated at any time by giving you one month's notice or salary in lieu thereof.
12. Please note, if you wish to leave, you will have to give three months notice or salary in lieu of notice, and will be allowed to leave only at the end of the term.

We welcome you to our institution and look forward to your long association with us.

In case the terms & conditions are acceptable to you, please sign the duplicate of this letter in token of your having understood and having accepted the same & return the same.

Regards,

For Don Bosco College of Arts and Commerce (Evening)



Fr. Michael Bansode (Director)



Dr. P. N. Shende (Principal)
PRINCIPAL
DON BOSCO COLLEGE OF ARTS & COMMERCE
(EVENING COLLEGE)
Don Bosco Marg., Yervada, Pune - 411006



I have gone through the above terms & conditions and in token of acceptance thereof I have put my Signature hereunder



THE BOMBAY SALESIAN SOCIETY
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Contract of Employment, made on the **1st day** in the month of **September** in the year **2022**, by and between DON BOSCO COLLEGE OF ARTS & COMMERCE (EVENING) hereinafter the Employer and **Dr. P.N.Shende** hereinafter, the Employee. The Employer and Employee enter into the

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- It is acknowledged that the written agreement specifying the Terms and Conditions of the Employee's employment by the College will provide the basis for agreed rights and obligations as well as future understanding between the parties. THEREFORE, the parties agree as follows:

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- a) The Employee agrees to perform to the best of his/her ability, the duties of such position as set forth in Section 2 onwards of this contract.
- b) The Employee's term of employment on probation will commence from **01/09/2022** to end of the academic year (2022-23), unless further extended or sooner terminated as hereinafter provided.
- c) The Employee will be designated as: **Principal**.
- d) No later than three months prior to the termination date of this contract, or any extension hereof, the Employer will formally notify the Employee of its intention either:
 - i. To extend or renew the existing Contract for a specified term.
 - or
 - ii. To terminate this relationship at the end of the current Contract.

Should the Employer not meet the requirement of Section 1 (d) above, the term of this Contract shall be automatically extended by an additional period to ensure that the Employee has three months prior intimation to the last date of his/her unemployment as intended in clause (d) above.

SECTION 2: COMPENSATION

You would be paid Salary Rs. 80,000.00 (Eighty Thousand only, excluding Profession Tax)

Income tax will be deducted at source as per prevailing tax laws.

SECTION 3: CONFIRMATION

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- a) The College generally follows a calendar of 210 working days for the students and 230 working days for the academic staff. As a responsible Principal you will be expected to be present on all working days at College as well as on other days as and when exigencies arise.
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- d) You will not seek membership of any local or public bodies without first obtaining written permission from the head of College.
- e) You will not disclose to any unauthorized person during the period of your service or subsequently, by word of mouth or otherwise, particulars or details of the Colleges security arrangements, or organizational matters of a confidential nature, which it may be your privilege to know by virtue of your being the Colleges employee.
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- i) Keeping yourself aware and updated on all applicable statutes, laws, rules, regulations and procedures as above.
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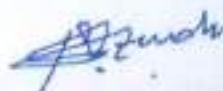
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- a) The service rules and regulations including conduct, discipline and administrative orders will cover you and any such other rules of the College that may come in force from time to time.
- b) Your date of birth mentioned in the Matriculation/Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- c) You will intimate in writing to the College any change of address, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- d) The present title/designation is subject to change depending upon work assignment from time to time.
- e) You are required to submit the following documents, if you have not submitted the same earlier;
 - 1) Certificates in support of your education/Professional qualification, experience, date of birth and other testimonials in original together with copies thereof
 - 2) 2 copies of your recent passport size photographs (colour)
 - 3) Relieving letter from the past employer incase you are employed.

Acceptance letter and all future correspondence should be addressed to.


Fr. Michael Bansode (Director)


Dr. P.N. Shinde (Principal)
Employee Name and Signature



THE BOMBAY SALESIAN SOCIETY

DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)

DON BOSCO MARG,
YERVADA, PUNE 411 006
Ph: 020 26615646
Fax: 020 26615646

E-mail: donboscoyervada@yahoo.com

Affiliated to University of Pune
ID NO. PU/PN/AC/453/2013

CONTRACT OF EMPLOYMENT

Contract of Employment, made on the **03rd** day in the month of **October** in the year **2022**, by and between DON BOSCO COLLEGE OF ARTS & COMMERCE (EVENING) hereinafter the Employer and **Ms. Kiran D. Nagare** hereinafter, the Employee. The Employer and Employee enter into the

CONTRACT OF EMPLOYMENT WHEREAS,

- The Employer has offered to Employ the Employee, according to the Terms and Conditions set forth herein and on the attachment.
- The Employee has accepted the said offer of employment and
- It is acknowledged that the written agreement specifying the Terms and Conditions of the Employee's employment by the College will provide the basis for agreed rights and obligations as well as future understanding between the parties. THEREFORE, the parties agree as follows:

SECTION 1: TERMS OF EMPLOYMENT

- a) The Employee agrees to perform to the best of his/her ability, the duties of such position as set forth in Section 2 onwards of this contract.
- b) The Employee's term of employment on probation will commence from **03/10/2022** to end of the academic year (2022-23), unless further extended or sooner terminated as hereinafter provided.
- c) The Employee will be designated as: **Assistant Professor**.
- d) No later than three months prior to the termination date of this contract, or any extension hereof, the Employer will formally notify the Employee of its intention either:
 - i. To extend or renew the existing Contract for a specified term.
 - or
 - ii. To terminate this relationship at the end of the current Contract.

Should the Employer not meet the requirement of Section 1 (d) above, the term of this Contract shall be automatically extended by an additional period to ensure that the Employee has three months prior intimation to the last date of his/her unemployment as intended in clause (d) above.

SECTION 2: EMPLOYEE'S TERMS OF EMPLOYMENT

As an Employee, as Assistant Professor, you will be responsible to the Principal for the following:

- For day to day running of your classes.
- Teaching various classes as per Principal's instructions.

- Maintaining effective records of curriculum covered, lesson notes, student attendance, work covered and of student progress.
- Taking part in extra-curricular activities as and when required.

The Principal may from time to time assign additional duties and responsibilities to the Employee as deemed appropriate.

SECTION 3: COMPENSATION

The Employee will receive a monthly gross salary.
This consists of:

Salary details for 2022-23

Basic	DA 60%	HRA 15%	MA	TA	Gross	PT	PF	Net
15431/-	9259/-	2315/-	1500/-	1500/-	30005/-	200/-	1800/-	28005/-

Income tax will be deducted at source as per prevailing tax laws.

SECTION 4: PROVIDENT FUND SCHEME

You will be required to become a member of the PF scheme to which the Senior College subscribes immediately on joining. The Senior College contribution under this scheme, which at present is 12% of Gross Salary (Gross – HRA) (not exceeding the ceiling amount of 1800.00 as per PF Act.) with a matching compulsory contribution from you. You will be required to submit PF enrolment/transfer forms to the College Office immediately. In this respect you will be governed by the relevant rules in force from time to time.

SECTION 5: CONFIRMATION

Should the Employer not meet the requirement of Section 1 (d) above, the term of this Contract shall be automatically extended by an additional period to ensure that the Employee has three months prior intimation to the last date of his/her unemployment as intended in clause (d) above.

Either party may terminate the appointment by giving to the other three months notice or payment of Basic Salary in lieu thereof. On completion of the probation period till such time that you are intimated in writing regarding your further period of service, you shall continue to be on probation.

SECTION 6: MEDICAL FITNESS AND VERIFICATION OF PARTICULARS:

Your appointment is subject to your being declared medically fit by a registered medical officer and continuing to remain medically fit. The College may require that you establish your physical fitness for your work through periodic medical examinations by a specified Medical practitioner during the period of your service.

In case particulars mentioned in your application are found false, not authentic or without documentary proof, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

SECTION 7: DUTIES AND RESPONSIBILITIES:

- a) The College generally follows a calendar of 210 working days for the students and 230 working days for the academic staff. As a responsible professor you will be expected to be present on all working days at College as well as on other days as and when exigencies arise.
- b) The College expects that you subscribe to the intent of the College, and will work to a high standard of integrity, initiative, efficiency and economy.
- c) You will devote your entire time and attention to the work of the College and will not undertake any direct/indirect business or work, honorary or remuneratory, including private tuitions without prior permission from the head of the College. Contravention of this will lead to the termination of your service without any prior notice or any compensation in lieu of such notice.
- d) You will not seek membership of any local or public bodies without first obtaining written permission from the head of College.
- e) You will not disclose to any unauthorized person during the period of your service or subsequently, by word of mouth or otherwise, particulars or details of the Colleges security arrangements, or organizational matters of a confidential nature, which it may be your privilege to know by virtue of your being the Colleges employee.
- f) You will not enter into any commitments or dealings on behalf of the College except where you have received an expressed authorization from the Head of College.
- g) You shall abide by standard of ethics/ conduct expectation of the College existing from time to time.
- h) You shall be fully responsible for timely compliance of all applicable statutes, laws rules, regulations, procedures of central/ state government, semi government, autonomous/ appropriate authorities/ bodies and institutions that may be required by your position at any given point of time. These inter-alia shall include:
 - i) Keeping yourself aware and updated on all applicable statutes, laws, rules, regulations and procedures as above.
 - ii) Ensuring proper implementation of all applicable statutes, laws, rules, regulations and procedures etc
 - iii) Timely filing of all returns/ documents/ information/particular to concerned authorities.
 - iv) Maintaining all records / proof as required under the applicable statutes, laws, rules, regulations and procedures, etc.
 - v) Taking any other actions that may be required for compliance of applicable statutes, laws, rules, regulations and procedures, etc.
 - vi) Keeping the College Management apprised of the compliances made with proof in support thereof.
- I) You will be responsible for the safe keeping and return in good condition and order of all the properties of the College that may be in your use, custody , care or charge. For the loss of any such property, the College will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

SECTION 8: DESCRIPTION OF WORK

You will be required to perform a variety of roles in the college, involving academics, sports and physical fitness, fine and performing arts, escorting children on trips and hikes, administrative tasks, depending upon your talents and the needs of the College.

SECTION 9: TERMINATION OF CONTRACT SERVICE

- a) You will automatically retire from the service of the College on attaining the age of 60 years.
- b) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you:
 - i) Return to work within 8 days from the commencement of such absence and
 - ii) Give an explanation to the satisfaction of the Management regarding such absence.
- c) In the event of any misconduct, the College reserves the right to take appropriate disciplinary action as it may deem fit.
- d) Either party may terminate the appointment by giving to the other 3 months notice or payment of Basic salary in lieu thereof.

Given nature of the activity and your engagement, the management expects that such notice will be so given when the actual separation coincides with the end of the term / session. The management will have a right to otherwise treat such notice as invalid

SECTION 10: LEAVE

You will be eligible for 10 days casual leave as per College leave rules in force. You will also be eligible for vacation as per the vacation policy of the College. Kindly note that provision of eligibility does not necessarily grant a right. Application of leave of whatever kind will be made by the staff and will be subject to sanction of such leave by the appropriate authority.

SECTION 11: GENERAL

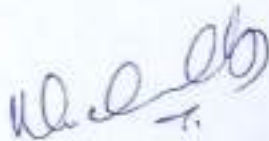
- a) The service rules and regulations including conduct, discipline and administrative orders will cover you and any such other rules of the College that may come in force from time to time.
- b) Your date of birth mentioned in the Matriculation/Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- c) You will intimate in writing to the College any change of address, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- d) The present title/designation is subject to change depending upon work assignment from time to time.
- e) You are required to submit the following documents, if you have not submitted the same earlier;

1) Certificates in support of your education/Professional qualification, experience, date of birth and other testimonials in original together with copies thereof

2) 2 copies of your recent passport size photographs (colour)

3) Relieving letter from the past employer incase you are employed.

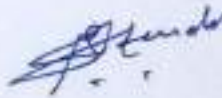
Acceptance letter and all future correspondence should be addressed to.



Fr. Michael Bansode (Director)

Don Bosco College of Arts & Commerce (Evening)

Date:



Dr. P. N. Shende (Principal)

Don Bosco College of Arts & Commerce (Evening).

Date: DON BOSCO COLLEGE OF ARTS & COMMERCE

(EVENING COLLEGE)

Don Bosco Marg., Yervada, Pune - 411006

Ms. Kiran D. Nagare

Employee Name and Signature

Date:





THE BOMBAY SALESIAN SOCIETY

DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)

DON BOSCO MARG,
YERVADA, PUNE 411 006
Ph: 020 26615646
Fax: 020 26615646

E-mail: donboscoyervada@yahoo.com

Affiliated to University of Pune
ID NO. PU/PN/AC/A53/2013

To,
Mr. Kaushal Subhash Bagul,
Plot no. 48, Balaji Nagar
Nakade Road,
Dhule- 424 002

Subject: Appointment order.

Dear, Mr. Kaushal Subhash Bagul,

We are pleased to inform you that you are appointed as an **Assistant Professor (CHB)** for Don Bosco College of Arts & Commerce (Evening). Your work timings will be from **4.30 P.M. to 8.30 P.M.** on all working days effect from **04th November, 2022 to end of the academic year (2022-23)** on the following terms and conditions:

Your new monthly remuneration is as follows:

Basic	DA 60%	HRA 15%	MA	TA	Gross	PT	PF	Net
8742/-	5245/-	1311/-	750/-	750/-	16798/-	200/-	1800/-	14798/-

1. You will be reporting to the Authorized Person appointed on behalf of the Principal and give daily reporting as intimated / as desired.
2. You will be governed by the norms of discipline as applicable to the institution.
3. You will be strictly observing punctuality while reporting on duty.
4. You will be fulfilling all the requirements regarding the Institution's assistance as required by the organization.
5. During the continuance of your employment or thereafter at any time, you shall not disclose, divulge or communicate to any person or persons whatsoever, any information of a secret or confidential nature relating to the work of the institution.

P.T.O

6. You will be eligible for leave in accordance to the National & Festival Holidays as applicable to our institution.
7. Further more, you are entitled to (08) days casual leave for the scholastic year, which will not be carried forward. Taking further leave would mean a day's salary lost.
8. If any information furnished by you is found to be incorrect, false or inadequate, your employment stands terminated automatically.
9. In case of your misconduct, your services are also liable to be terminated without assigning any reason thereof and without any notice.
10. If you change your residence, you will immediately inform in writing to the institution about the new address.
11. The management shall have the right to require you to subject yourself at any time during employment with the institution to medical examination. If you are not found medically fit, you may be terminated at any time by giving you one month's notice or salary in lieu thereof.
12. Please note, if you wish to leave, you will have to give three months notice or salary in lieu of notice, and will be allowed to leave only at the end of the term.

We welcome you to our institution and look forward to your long association with us.

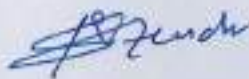
In case the terms & conditions are acceptable to you, please sign the duplicate of this letter in token of your having understood and having accepted the same & return the same.

Regards,

For Don Bosco College of Arts and Commerce (Evening)



Fr. Michael Bansode (Director)



Dr. P. N. Shende (Principal)



I have gone through the above terms & conditions and in token of acceptance thereof I have put my Signature hereunder



Reg. No. Bom. 55 of 1960 G.B.B.S.D.
Public Trust F - 903 (Bom.) 20-10 61

891-22-2414 5226

E-mail : economer@donboscomumbai.org
☎ 2418 0314 / 2418 0316 / 2418 0317 - House

THE BOMBAY SALESIAN SOCIETY

Don Bosco Provincial House

Post Bag No. 16.637, Matunga, Mumbai - 400 019.

Date: 1st July, 2013

To,
Ms. Pearl Fernandes
Sr. No. 191, Nagpur Chawl,
Yerwada,
Pune - 411 006

Sub: Appointment to the post of Full-time Officiating Principal.

Dear Ms. Pearl Fernandes,

I am pleased to inform you that, the Management has appointed you to the said post in Don Bosco College of Arts and Commerce (Night College) Pune, in the Pay of Rs. 20,000 (consolidate) w.e.f. 1st July, 2013. Your appointment is subject to the following terms and conditions.

1. i) Your appointment is in clear vacancy on Full-time basis on probation for a period of two years from the date of joining.
ii) Your appointment and salary shall be subject to approval by the Governing Body.
2. You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, mark-sheets, experience certificate, discharge/relieving certificate, last pay certificate, caste certificate, change of name certificate (if any), etc. before joining your duties.
3. 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.
4. You will be allowed to join the duties on producing of;
(i) Two Passport size photographs
(ii) Discharge Certificate from previous employer (if any)
5. 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.



THE BOMBAY SALESIAN SOCIETY

DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)

DON BOSCO MARG,
YERVADA, PUNE 411 006
Ph: 020 26615646
Fax: 020 26615646

E-mail: donboscoyervada@yahoo.com

Affiliated to University of Pune
ID NO. PU/PN/AC/453/2013

Appointment Order No.: 35/2016

Date: 13th January, 2016

To,
Ms. Pratima Shukla,
B1/3, Hermes Heritage, Phase -II,
Shastri Nagar,
Pune -411006

Sub: Appointment for the post of an Asstt. Professor (Full Time) for the subject of Commerce.

Ref: Your Application dated 6th January, 2016

Dear **Ms. Pratima Shukla,**

I am pleased to inform you that, the Selection Committee has appointed you (**Commerce**) to the said post in Don Bosco College of Arts and Commerce (Night College) Pune, in the management scale with effect **from 13th January, 2016 on Full Time basis**. Your appointment is subject to the following terms and conditions.

1. i) Your appointment is on Full Time basis from **13th January, 2016**
ii) Your appointment and salary shall be subject to approval by the Governing Body.
- 2 You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, mark-sheets, experience certificate, discharge/relieving certificate, last pay certificate, caste certificate, change of name certificate (if any), etc. before joining your duties.
- 3 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.
- 4 You will be allowed to join the duties on producing of;
(i) Two Passport size photographs.
(iii) Discharge Certificate from previous employer (if any)
- 5 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.



THE BOMBAY SALESIAN SOCIETY
DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)

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YERVADA, PUNE 411 006
Ph: 020 26615646
Fax: 020 26615646

E-mail: donboscoyervada@yahoo.com

Affiliated to University of Pune
ID NO. PU/PN/AC/453/2013

- 6 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.
- 7 You will not conduct or engage yourself in any private tuitions or private coaching classes.
- 8 You will not engage yourself in any job paid full-time, part-time or otherwise, during the continuance of your services, without the permission of the Competent authority/Management.
- 9 Your appointment may be terminated, at any time, by either side/party, by giving one month's notice or one month's notice pay in lieu of notice period in case the period spent in service is more than six months.
- 10 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.
- 11 You have to communicate your acceptance to the Management/College/Institution within seven days from the date of receipt of this Order of Acceptance, failing which your appointment is liable to be cancelled.

With regards

DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)
Director / Secretary
Don Bosco Marg, Yervada, Pune-411006





THE BOMBAY SALESIAN SOCIETY
DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)

DON BOSCO MARG,
YERVADA, PUNE 411 006
Ph: 020 26615646
Fax: 020 26615646

E-mail: donboscoyervada@yahoo.com

Affiliated to University of Pune

ID NO. PU/PN/AC/453/2013

Date: 13th January, 2016

Appointment Order No.: 34/2016

To,
Mr. Ajay Reginald Rao,
Flat - 1, Devi Lotus Co-op Housing Society,
Bhau Patil Road,
Bopodi,
Pune - 411003

Sub: Appointment for the post of an Asstt. Professor (Full Time) for the subject of Commerce.

Ref: Your Application dated 6th January, 2016

Dear **Mr. Ajay Reginald Rao,**

I am pleased to inform you that, the Selection Committee has appointed you (**Commerce**) to the said post in Don Bosco College of Arts and Commerce (Night College) Pune, in the management scale with effect **from 13th January, 2016 on Full Time basis.** Your appointment is subject to the following terms and conditions.

1. i) Your appointment is on Full Time basis from **13th January, 2016**
ii) Your appointment and salary shall be subject to approval by the Governing Body.
2. You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, mark-sheets, experience certificate, discharge/relieving certificate, last pay certificate, caste certificate, change of name certificate (if any), etc. before joining your duties.
3. 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.
4. You will be allowed to join the duties on producing of ;
(i) Two Passport size photographs.
(iii) Discharge Certificate from previous employer (if any)
5. 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.



THE BOMBAY SALESIAN SOCIETY
DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)

DON BOSCO MARG,
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E-mail: donboscoyervada@yahoo.com

Affiliated to University of Pune
ID NO. PU/PN/AC/453/2013

- 6 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.
- 7 You will not conduct or engage yourself in any private tuitions or private coaching classes.
- 8 You will not engage yourself in any job paid full-time, part-time or otherwise, during the continuance of your services, without the permission of the Competent authority/Management.
- 9 Your appointment may be terminated, at any time, by either side/party, by giving one month's notice or one month's notice pay in lieu of notice period in case the period spent in service is more than six months.
- 10 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.
- 11 You have to communicate your acceptance to the Management/College/Institution within seven days from the date of receipt of this Order of Acceptance, failing which your appointment is liable to be cancelled.

With regards

Director / Secretary
DON BOSCO COLLEGE OF ARTS & COMMERCE
(NIGHT COLLEGE)
Don Bosco Marg, Yervada, Pune-411006





Reg. No. Bom. 55 of 1960 G.B.B.S.D.
Public Trust F - 903 (Bom.) 20-10-61

91-22-2414 5226

E-mail : economer@donboscomumbai.org

2418 0314 / 2418 0316 / 2418 0317 - House

THE BOMBAY SALESIAN SOCIETY

Don Bosco Provincial House

Post Bag No. 16.637, Matunga, Mumbai - 400 019.

Date: 15th June, 2013

To,

Mr. Leo S.

Flat No.06, Americana Tower,
Sanjay Park,
Pune - 411 032

Sub: Appointment to the post of Full-time Assistant Professor.

Dear Mr. Leo S,

I am pleased to inform you that, the Management has appointed you to the said post in Don Bosco College of Arts and Commerce (Night College) Pune, in the Pay of Rs. 18,000 (consolidate) w.e.f. 15th June, 2013. Your appointment is subject to the following terms and conditions.

1. i) Your appointment is in clear vacancy on Full-time basis on probation for a period of two years from the date of joining.
ii) Your appointment and salary shall be subject to approval by the Governing Body.
2. You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, mark-sheets, experience certificate, discharge/relieving certificate, last pay certificate, caste certificate, change of name certificate (if any), etc. before joining your duties.
3. 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.
4. You will be allowed to join the duties on producing of:
 - (i) Two Passport size photographs
 - (ii) Discharge Certificate from previous employer (if any)
5. 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.



THE BOMBAY SALESIAN SOCIETY


Don Bosco Provincial House

Post Bag No. 16.637, Matunga, Mumbai - 400 015

Reg. No. Bom. 55 of 1960 G.B.B.S.D.
Public Trust F - 903 (Bom.) 20-10 61

- 6 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.
- 7 You will not conduct or engage yourself in any private tuitions or private coaching classes.
- 8 You will not engage yourself in any job paid full-time, part-time or otherwise, during the continuance of your services, without the permission of the competent authority/Management.
- 9 Your appointment may be terminated, at any time, by either side/party, by giving one month's notice or one month's notice pay in lieu of notice period in case the period spent in service is more than six months.
- 10 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.
- 11 You have to communicate your acceptance to the Management/College/Institution within seven days from the date of receipt of this Order of Acceptance, failing which your appointment is liable to be cancelled.

With regards


Chairman
Bombay Salesian Society
(Fr. Anton D. Souza)





Reg. No. Bom. 55 of 1960 G.B.B.S.D.
Public Trust F - 903 (Bom.) 20-10-61

☎ 91-22-2414 5226

E-mail : economer@donboscomumbai.org
☎ 2418 0314 / 2418 0316 / 2418 0317 - House

THE BOMBAY SALESIAN SOCIETY

Don Bosco Provincial House

Post Bag No. 16.637, Matunga, Mumbai - 400 019

Date: 1st July, 2013

To,
Ms. Pearl Fernandes
Sr. No. 191, Nagpur Chawl,
Yerwada,
Pune - 411 006

Sub: Appointment to the post of Full-time Officiating Principal.

Dear Ms. Pearl Fernandes,

I am pleased to inform you that, the Management has appointed you to the said post in Don Bosco College of Arts and Commerce (Night College) Pune, in the Pay of Rs. 20,000 (consolidate) w.e.f. 1st July, 2013. Your appointment is subject to the following terms and conditions.

1. i) Your appointment is in clear vacancy on Full-time basis on probation for a period of two years from the date of joining.
ii) Your appointment and salary shall be subject to approval by the Governing Body.
2. You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, mark-sheets, experience certificate, discharge/relieving certificate, last pay certificate, caste certificate, change of name certificate (if any), etc. before joining your duties.
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5. 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.



☎ 91-22-2414 5224

E-mail: economer@donboscomumbai.org
☎ 2418 0314 / 2418 0316 / 2418 0317 - House

THE BOMBAY SALESIAN SOCIETY

Don Bosco Provincial House

Post Bag No. 16.637, Matunga, Mumbai - 400 019

Reg. No. Bom. 55 of 1960 G.B.S.D.
Public Trust F - 903 (Bom.) 20-10 61

- 6 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.
- 7 You will not conduct or engage yourself in any private tuitions or private coaching classes.
- 8 You will not engage yourself in any job paid full-time, part-time or otherwise, during the continuance of your services, without the permission of the Competent authority/Management.
- 9 Your appointment may be terminated, at any time, by either side/party, by giving one month's notice or one month's notice pay in lieu of notice period in case the period spent in service is more than six months.
- 10 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.
- 11 You have to communicate your acceptance to the Management/College/Institution within seven days from the date of receipt of this Order of Acceptance, failing which your appointment is liable to be cancelled.

With regards


Chairman
Bombay Salesian Society
(Fr. Anton D. Souza)

