



Phone :892 8585

Fax :895 4787

ST. FRANCIS INSTITUTE OF TECHNOLOGY

(ENGINEERING COLLEGE)

P. B. No. 8456, Mount Poincur, S. V. P. Road, Borivli (West), Mumbai 400 103.

Ref.:

Date :

05/10/2002

To
Ms. Rekha Ravindharan Thaiyil
Shebarwadi, Budruk,
Bhuigaon, Vasai,
Dis: - Thane, Mumbai - 401201,
Tel - 95250 - 471572

Dear Ms. Rekha,

With reference to your application dated 16th June 2002 and based on the interview held on 17th June 2002, I am pleased to inform you, on behalf of the Governing Body of the college, that you are hereby appointed as **Lecturer** in **Applied Physics** in our college on the basic pay of **Rs.8000/-** per month in the pay scale of Rs. **8000-275-13500** with effect from **07/10/2002**. You will be entitled to receive allowances of DA, HRA and CLA as per rules laid down by the University of Mumbai in this behalf.

Your services will be governed by the provisions of the Maharashtra Universities' Act 1994 and the Statutes, Ordinances, Regulations and the Rules of the University for the time being in force and as will be amended from time to time and the rules of the Governing Council of this college not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

This appointment is further subject to the following conditions: -

- 1) The appointment will be effective from the date of your joining.
- 2) This appointment is on an ad-hoc basis for a period of one year from the date of joining at the end of which it shall stand terminated automatically without any notice. It is also subject to the approval of the University of Mumbai.
- 3) During the first three months, if your services are not found suitable your services can be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.
- 4) However, on completion of three months your services can be terminated with one months' notice or without notice by paying you an amount equivalent to the salary for the required notice period even before one year in case
 - i. Your performance is not found satisfactory, or
 - ii. A regular appointment is made against the post or
 - iii. Your appointment is not approved by the University of Mumbai.


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St. Francis Institute
Of Technology (Engg-College)
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P. B. No. 8456, Mount Painsur, S. V. P. Road, Borivli (West), Mumbai 400 103.

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- 5) In case you desire to leave the service of the Institute before the expiry of one-year period, you shall give one calendar months' notice or salary for one calendar month, in lieu of the notice period.
- 6) You shall carry out academic, developmental, departmental and College administrative and such other duties as will be assigned to you by your superiors, from time to time.
- 7) You shall be required to attend staff developmental programmes / special lectures etc whenever organised by the college authorities either within the college or in an outside institution.
- 8) In the event you are required to attend the college on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc, you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
- 9) The appointment is a full time one and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, Private Coaching / Tuitions and / or such other outside work either with or without remuneration, without the express sanction of the college authorities.
- 10) In case you accept the appointment, you shall have to submit discharge certificate (s) from your present employer (s), if any, S.S.C. Passing Certificate, mark sheets of H.S.C., Bachelors and Masters degrees, and M. Phil / Ph.D degree, and two passport size photographs to the college office.
- 11) You will be paid your salary through the Catholic Syrian Bank, Extension Counter where, with the help of the College Office, you will have to open your individual account.
- 12) You shall produce before joining necessary fitness certificate from a Registered Medical Practitioner on the panel of the Institute within a month of your joining service.


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P. B. No. 8456, Mount Poinzur, S. V. P. Road, Borivli (West), Mumbai 400 103.

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Date :

- 13) The college authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.

I have read the above terms and conditions and I have fully understood them and I am willing to join / continue the services of the St. Francis Institute of Technology (Engg. College) on ad-hoc and with effect from 07/10/2002 on the above terms and conditions.

Yours faithfully,


Bro. A.D. Mathew
Director
St. Francis Institute of Technology

Accepted

JRekha

05/10/2002

Thaiyil Rekha R.


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ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

P. B. No. 8456, Mount Poincur, S. V. P. Road, Borivli (West), Mumbai 400 103.

Ref.:

Date 19.05.2003

To
Ms. Rekha Ravindran Thaiyil
Shebarwadi, Budruk,
Bhuigaon, Vasai,
Dis: - Thane, Mumbai - 401201,
Tel - 95250 - 471572

Dear Ms. Rekha,

With reference to your application dated 23rd April 2003 and based on the interview held on 13th May 2003, I am pleased to inform you, on behalf of the Governing Body of the college, that you are hereby appointed to the full-time post of lecturer in **Applied Physics** in our college on the starting pay of **Rs.8000/-** per month in the pay scale of Rs. **8000-275-13500** with effect from **9th June 2003**.

Your appointment is on probation and shall be for a period not exceeding 24 months. The management shall have the right to terminate your appointment at any time during the said period of probation if you are found unsuitable for the post for which you are recruited without assigning any reasons, by giving you one month's notice or by paying you salary for the said notice period. However, during the first three months, if your services are not found suitable your services can be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.

1. On completion of the period of probation, your appointment shall be reviewed and if your services are satisfactory, you may be confirmed, provided your appointment is approved by the University of Mumbai. If however, your services are not found satisfactory or if your appointment is not approved by the University of Mumbai, your services shall be terminated.
2. Your appointment on probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.


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Date :

3. You should give a calendar month's notice to the authorities while on probation if you leave the services of the college, provided always that in case of default on your part for giving the required notice, the college authorities may claim from you an amount not exceeding the salary for the required notice period.
4. You shall carry out academic, developmental, departmental and College administrative and such other duties as will be assigned to you by your superiors, from time to time.
5. You shall be required to attend staff developmental programmes / special lectures etc whenever organised by the college authorities either within the college or in an outside institution.
6. In the event you are required to attend the college on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc, you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
7. The appointment is a full time one and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, Private Coaching / Tutions and / or such other outside work either with or without remuneration, without the express sanction of the college authorities.
8. Your services will be governed by the provisions of the Maharashtra University Act, 1994 and the Statutes, Ordinances, Regulations and Rules of the University of Mumbai for the time being in force and as may be amended from time to time, and the Rules of the Governing Body of the College not inconsistent with the Act, Statutes, Ordinance, Regulations and Rules of the University.
9. You will be entitled to receive the allowances as per rules.
10. If your acceptance is not received by 31st May 2003 your appointment is liable to be cancelled.
11. In case you accept the appointment, you shall have to submit discharge certificate (s) from your present employer (s), if any, S.S.C. Passing Certificate, mark sheets of H.S.C., Bachelors and Masters degrees, and M. Phil / Ph.D degree, and two passport size photographs to the college office.



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Date :

12. You will be paid your salary through the Catholic Syrian Bank, Extension Counter where, with the help of the College Office, you will have to open your individual account.
13. You shall produce before joining necessary fitness certificate from a Registered Medical Practitioner on the panel of the Institute within a month of your joining service.
14. Kindly note:
 - a. That we offer you this post on the basis of the assessment of the existing workload in the department. If we find that this work-load, as assessed by the college authorities subsequently diminishes, as a result of change of syllabus, removal of certain subjects from scheme of instruction, decrease in the enrolment of students, or of migration of students, or any such other eventualities, then your appointment will have to be discontinued without any notice.
 - b. That you are aware that the Government requires Managements of private colleges to reserve 50% of the total number of posts of teaching staff for persons belonging to various sections of scheduled castes, scheduled tribes, and backward communities. Our college being a minority institution, it is our contention that the said requirement is not applicable to our college and this stand has been upheld by the Hon'ble Courts. However, if inspite of the aforesaid, the Government insists on the aforesaid reservation, the same could lead to refusal of approval of your appointment by the University / Government. Your appointment is subject to the above and in event of non-receipt of the said approval, at any time, this appointment shall be terminated.
15. The college authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.
16. Please acknowledge.

Yours faithfully,

Bro. A.D. Mathew
Director
St. Francis Institute of Technology

Heekha
21/05/03


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ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

P. B. No. 8456, Mount Poincur, S.V.P. Road, Borivli (West), Mumbai 400 103.

Phone : 2890 8585 / 2892 8585 Fax : 2895 4787

E-mail : sfitlib@vsnl.com Website : sfitengg.org

Ref. :

Date :

08/06/05

To
Mrs. Rekha Ajikumar,
Room NO. 23, New Ekata CHS,
Kolembekar Park,
Behind Bassein Catholic Bank,
Naigaon West, Pin: 401207
Tel: 95250 – 2301321

Dear Mrs. Rekha

This is in continuation to our appointment letter dated 19/05/03, appointing you on Probationary basis. The management is pleased to inform you that it has been decided to confirm you in the services of the Institution with effect from 09/06/05. Your employment is on the following terms and conditions in addition to those set out in our above letter except to the extent specially modified hereinafter.

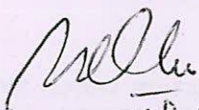
1. You shall be entitled to a monthly remuneration as fixed for unaided Engineering Colleges. In addition, you shall be entitled to facilities and allowances as applicable to other permanent employees.
2. During the period of your employment you will not absent yourself from the duties without sufficient reason and without prior permission.
3. You shall not divulge any particulars, working or methodology of this Engineering College, which you may be in the course of your employment with the Institution to any one else without prior authority and sanction. In case of any unauthorized disclosure the St. Francis Institute of Technology may prosecute you criminally and also reserves its right to recover civil damages.
4. During the tenure of your service, you will not resort to any action which would hamper the functions or working of the colleges nor would you involve in any activity which according to the management is against the interest of the Institution. It is further express agreed that management will be within its rights to terminate your services by giving you one month's notice or wages or salary in lieu thereof if you are found to have committed breach of this clause or clause (3) above.


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5. In the event you decide to leave the services of this institute, you will require to give 3 calendar months notice to the authorities of the Institute, failing which, the authorities may claim from you an amount not exceeding the salary for the required notice period. In such an exceptional event, the Management shall be at liberty to refrain from issuing any certificate including a service certificate. However, in the interest of the students and in order to prevent disruption of academic and related activities, you may do so only at the end of the academic term, upon completion of all instructional and term work requirements, to the satisfaction of Principal and Director and upon handing over charge to the Principal / Director or any person duly designated / notified by them.
6. You will observe the Rules and Regulations in force from time to time for the running of this Institution.
7. Your performance shall be reviewed periodically. If your performance is not up to the mark and even after affording you an opportunity to improve the Institution shall be within its rights to terminate this contract of service with three months notice or salary in lieu thereof.
8. Your further promotion and increment, if any, shall be subject to proper performance of your duties and the recommendation of the concerned departmental head.
9. Your services shall be governed by the provisions of Rules and Regulations that may be in force from time to time.
10. For carrying out the Academic work of the college you will not only be required to work in the premises of the college at St. Francis Institute of Technology but you will also be required to work in the premises of other Institution under the same management and you will always carry out whatever work is assigned to you at such places as may be required as per the instructions / directions of the management from time to time.
11. The management shall have the right to transfer your service and you will have to work as per the instructions / directions of the management of the Society in any of its institutions situated in India.



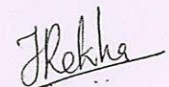
Director *08/06/05*
St. Francis Institute of Technology

I have read the aforesaid terms and conditions or / the aforesaid terms and conditions have been explained by the Director to me in the language I understand and in token of having accepted the original letter and in acceptance of the said terms and conditions I have put my signature impression on this letter


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Accepted 
Rekha Ajokumar

08/06/05

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Received Service Conditions



ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)
(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

P. B. No. 8456, Mt. Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103.
Tel.: 28908585 / 28928585 Fax : 28954787 E-mail : sfedu@sfitengg.org Website : www.sfit.ac.in

Ref:

SFIT/RECR/F-07/REVO

Date :

08/05/19

To
Ms. Neha Agnihotri,
501-B, Shree Dhruv CHSL,
Sainath Nagar, Kasarvadavali,
Thane West Pin 400615
Email: agnihotri1107@gmail.com
Mb: 8447110107

Dear Ms. Neha Agnihotri,

With reference to your application dated 28/03/2019 and based on the interview held on 25/04/2019, I am pleased to inform you on behalf of the Governing Body of the College, that you are hereby appointed to the full-time post of **Assistant Professor – Communication Skills** in the "**Basic Sciences and Humanities Department**" in our College with effect from 1st July, 2019 on the following terms and conditions:

1. You will be placed in the **Pay Band of 15,600 – 39,100** with a basic pay of **Rs.21,600/- (Pay in Pay Band = Rs. 15,600/- + AGP of Rs. 6,000/-)**. You shall be entitled to receive applicable allowances as per rules and your gross emoluments will be Rs. 60,652/- per month.
2. Your appointment is on probation and will be effective from the date of your joining and shall be for a period not exceeding 24 months. The Management shall have the right to terminate your appointment at any time during the said period of probation if you are found unsuitable for the post for which you are recruited without assigning any reasons, by giving you one month's notice or by paying you salary for the said notice period. However, during the first three months, if your services are not found suitable your services can be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.
3. Your performance will be reviewed periodically and on completion of the period of probation, if your services are found satisfactory, you may be confirmed, provided your appointment is approved by the University of Mumbai. If however, your services are not found satisfactory or if your appointment is not approved by the University of Mumbai, your services shall be terminated.
4. Your appointment on probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.
5. While on probation if you decide to leave the services of this Institute, before the expiry of your probation period you shall give a calendar months' notice to the authorities. However, it shall be,
 - a. at the end of an academic term, in the interest of the students and in order to prevent the disruption of academic and related activities, and
 - b. upon completion of all instructional and term work requirements, to the satisfaction of HOD, Principal and Director and upon handing over charge to the HOD / Principal or any person duly designated / notified by them.

1/3

Two programs at UG level are NBA Accredited
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ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

P. B. No. 8456, Mt. Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103.

Tel.: 28908585 / 28928585 Fax : 28954787 E-mail : sfedu@sfitengg.org Website : www.sfit.ac.in

Ref:

Date :

6. During the notice period of one month your physical attendance in the Institute is required. In other words, you must serve the Institute for the entire notice period after your resignation is accepted. In case of default on your part for giving the required notice, the authorities may not only claim from you an amount not exceeding the salary for the required notice period but also shall be at liberty to refrain from issuing any certificate including a service certificate.
7. **In case you accept the appointment, you shall have to submit mark sheet / passing certificate of Bachelors / Masters degrees, (in original and one attested copy) and six passport size photographs to the college office for verification. The original certificates will be returned to you in due course.**
8. You shall carry out academic, departmental, research & development (R&D), College administrative work and such other duties as shall be assigned to you by your superiors, from time to time.
9. You shall be required to attend staff developmental programmes / special lectures etc. whenever organised by the college authorities either within the college or in an outside institution.
10. In the event you are required to attend the college on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
11. The appointment is a full time one and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, Private Coaching / Tuitions and / or such other outside work either with or without remuneration, without the express sanction of the college authorities.
12. Your services shall be further governed by the provisions of the Maharashtra University Act, 1994 and the Statutes, Ordinances, Regulations and Rules of the University of Mumbai for the time being in force and as may be amended from time to time, and the Rules of the Governing Body of the College not inconsistent with the Act, Statutes, Ordinance, Regulations and Rules of the University.
13. You shall be paid your salary through the Catholic Syrian Bank and with the help of the College Office, you will have to open your individual account.
14. You shall produce necessary fitness certificate from a Registered Medical Practitioner on the panel of the Institute within a month of your joining service.
15. In case a teacher, who participated in the Faculty Induction Programme (FIP) organised by the College desires to leave before the expiry of the two year period, they are required to refund the expense incurred on the FIP. Similarly, the expenses incurred for sponsoring the teachers for Seminars, Workshop, etc. too have to be reimbursed.

Boo Jhomp

S.P.
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2/3

(MSE)



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(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

P. B. No. 8456, Mt. Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103.

Tel.: 28908585 / 28928585 Fax : 28954787 E-mail : sfedu@sfitengg.org Website : www.sfit.ac.in

Ref:

Date :

16. Kindly note:

- a. That we offer you this post on the basis of the assessment of the existing workload in the department. If we find that this work-load, as assessed by the college authorities subsequently diminishes, as a result of change of syllabus, removal of certain subjects from scheme of instruction, decrease in the enrolment of students, or of migration of students, or any such other eventualities, then your appointment will have to be discontinued without any notice.
 - b. That you are aware that the Government requires Managements of private colleges to reserve 50% of the total number of posts of teaching staff for persons belonging to various sections of scheduled castes, scheduled tribes, and backward communities. Our college being a minority institution, it is our contention that the said requirement is not applicable to our college and this stand has been upheld by the Hon'ble Courts. However, if inspite of the aforesaid, the Government insists on the aforesaid reservation, the same could lead to refusal of approval of your appointment by the University / Government. Your appointment is subject to the above and in event of non-receipt of the said approval, at any time, this appointment shall be terminated.
17. SFIT Staff Service Rules as well as new Staff Induction Manual are available on the college website www.sfitengg.org. You may kindly approach office administration for pass word for Staff Service Rules. You are expected to read and understand both the above documents and familiarize yourself with SFIT culture.
18. The College authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.
19. Kindly acknowledge receipt of this letter.

Yours faithfully,

Director

Accepted

WDS

3/3

Ms. Neha Agnihotri
08 May 2019

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St. Francis Institute
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(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

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Tel.: 28908585 / 28928585 Fax : 28954787 E-mail : sfedu@sfit.ac.in Website : www.sfit.ac.in

Ref:

Date :

30/06/2021

To,
Ms. Neha Agnihotri,
A - 501, Riviera Apartment,
Kaul Heritage City,
Bhabhola, Vasai (W), Palghar Dist.
Maharashtra - 401 202
Email: agnihotri1107@gmail.com
Mb: 8447110107

Confirmation

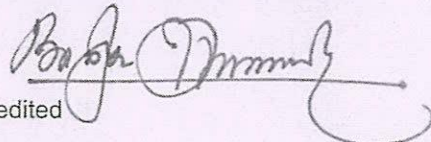
Dear Ms. Neha Agnihotri,

This has reference to our letters no. SFIT/RECR/F-07/REVO dated 08/05/2019, appointing you on probation as **Assistant Professor – Communication Skills in “Basic Sciences and Humanities”** in our College for a period of two years, with effect from **1st July, 2019**. The Management is now pleased to inform you that it has been decided to confirm you in the services of the institution as **Assistant Professor** with effect from **1st July, 2021** on the following terms and conditions, in addition to those set out in the appointment letter referred above, except to the extent specially modified hereinafter.

1. You shall be entitled to a monthly remuneration as fixed for unaided Engineering Colleges. In addition, you shall be entitled to facilities and allowances as applicable to other permanent employees.
2. During the period of your employment, you will not absent yourself from the duties without sufficient reason and without prior permission.
3. You shall not divulge any particulars, working or methodology of this Engineering College, which you may be in the course of your employment with the Institution to anyone else without prior authority and sanction. In case of any unauthorized disclosure the St. Francis Institute of Technology may prosecute you criminally and also reserves its right to recover civil damages.
4. During the tenure of your service, you will not resort to any action which would hamper the functions or working of the College nor would you involve in any activity which according to the management is against the interest of the Institution. It is further expressly agreed that Management will be within its rights to terminate your services by giving you one month's notice or wages / salary in lieu thereof if you are found to have committed breach of this clause or clause (3) above.


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Mount Painsur, S. V. P. Road,
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N.A





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(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

P. B. No. 8456, Mt. Poinsur, S.V.P. Road, Borivli (West), Mumbai - 400 103.
Tel.: 28908585 / 28928585 Fax : 28954787 E-mail : sfedu@sfit.ac.in Website : www.sfit.ac.in

Ref:

Date :

5. In the event you decide to leave the services of this Institute, you should give 3 calendar months' notice in writing to the authorities of the Institute. However, you will have the following options:

a. To serve the Institute for full 3 months' notice period from the date your resignation is accepted by the Director

OR

b. To serve the Institute for a minimum of at least 1 month from the date your resignation is accepted and pay equivalent salary for the short fall in the prescribed notice period.

c. In both the cases (a) and (b) above, if you decide to serve the Institute full or part of the notice period then your physical attendance in the Institute is compulsory. Consequently, all types of accumulated / balance leave if any, even if pre-sanctioned, shall stand automatically forfeited from the date your resignation is accepted. However, in the interest of the students in order to prevent disruption of academic and related activities, you shall be relieved only at the end of the academic term, upon completion of all instructional and term work requirements, to the satisfaction of HOD/ Principal and upon handing over charge to the HOD / Principal / Director or any person duly designated / notified by them.

d. In case of default in giving the prescribed notice the Competent Authority may recover the dues from you, an amount equivalent to the required notice period. In such an exceptional event, the Management shall be at liberty to refrain from issuing any certificate including a service certificate.

6. You will observe the Rules and Regulations in force from time to time for the running of this Institute.

7. Your performance shall be reviewed periodically. If your performance is not up to the mark and even after affording you an opportunity to improve the Institution shall be within its rights to terminate this contract of service with three months' notice or salary in lieu thereof.

8. Your further promotion and increment, if any, shall be subject to proper performance of your duties and the recommendation of the concerned departmental head.

9. Your services shall be governed by the provisions of Staff Rules and Regulations that may be in force from time to time.

N.A.
PRINCIPAL
St. Francis Institute
Of Technology (Engg-College)
Mount Poinsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.

Two programs at UG level are NBA Accredited
(ISO - 9001:2015 CERTIFIED)

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ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

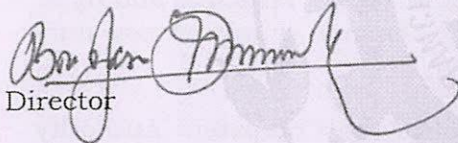
P. B. No. 8456, Mt. Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103.

Tel.: 28908585 / 28928585 Fax : 28954787 E-mail : sfedu@sfit.ac.in Website : www.sfit.ac.in

Ref:

Date :


10. For carrying out the academic work of the college you will not only be required to work in the premises of the college at St. Francis Institute of Technology but you will also be required to work in the premises of other Institution under the same Management and you will always carry out whatever work is assigned to you at such places as may be required as per the instructions / directions of the Management from time to time.
11. In the event you are required to attend the College on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
12. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the Society in any of its institutions situated in India.


Director

I have read the aforesaid terms and conditions or / the aforesaid terms and conditions have been explained by the Director to me in the language I understand and in token of having accepted the original letter and in acceptance of the said terms and conditions I have put my signature impression on this letter.

Accepted
SRK
30/06/2021

Two programs at UG level are NBA Accredited
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**ST. FRANCIS INSTITUTE OF TECHNOLOGY
(ENGINEERING COLLEGE)**

Mt. Painsur, S.V.P. Road, Borivli - West, Mumbai 400 103

Phone: 2890 8585 Fax: 28954787

E-mail: sfitlib@vsnl.com Website: www.sfitengg.org

(Approved by AICTE & Govt. of Maharashtra & Affiliated to University of Mumbai)

Ref:

Date:

25/01/2006

To,
Ms. Dakshata Panchal
7, Shapoor,
Shahaji Raje Marg,
Vile Parle (E), Mumbai-57
Tel: 55767393 Mob: 9819126160

Dear Ms. Dakshata,

With reference to your application dated 25th January 2006 and based on the interview held on 25th January, 2006, I am pleased to inform you, on behalf of the Governing Body of the college, that you are hereby appointed as **Lecturer in Electronics & Telecommunication Engg. Department** in our college on a consolidated pay of **Rs.16, 500/-** per month with effect from **01st February 2006**.


Your services will be governed by the provisions of the Maharashtra Universities' Act 1994 and the Statutes, Ordinances, Regulations and the Rules of the University for the time being in force and as will be amended from time to time and the rules of the Governing Council of this college not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

This appointment is further subject to the following conditions: -

- 1) The appointment will be effective from the date of your joining.
- 2) This appointment is on an ad-hoc basis until 24/06/2006 at the end of which it shall stand terminated automatically without any notice. It is also subject to the approval of the University of Mumbai.
- 3) During this period, if your services are not found suitable your services can be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.
- 4) "In the event you desire to leave the services of this Institute, before the expiry of period, then it should be

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(Approved by AICTE & Govt. of Maharashtra & Affiliated to University of Mumbai)

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Date:

- a. at the end of an academic term, in the interest of the students and in order to prevent the disruption of academic and related activities, and
- b. upon completion of all instructional and term work requirements, to the satisfaction of Principal and Director and upon handing over charge to the Principal / Director or any person duly designated / notified by them and only after giving one calendar months' notice in writing, provided that in special / exceptional circumstances as deemed fit by the Director, any of the above said conditions may be waived by the Director by a written order.

However, in such an event, you will be required to deposit an amount equal to one calendar months' salary alongwith your written application / resignation. In such an exceptional event, the Management shall be at liberty to refrain from issuing any certificate including your service certificate."

- 5) You shall carry out academic, developmental, departmental and College administrative and such other duties as will be assigned to you by your superiors, from time to time.
- 6) You shall be required to attend staff developmental programmes / special lectures etc whenever organised by the college authorities either within the college or in an outside institution.
- 7) In the event you are required to attend the college on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc, you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.

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(Approved by AICTE & Govt. of Maharashtra & Affiliated to University of Mumbai)


Ref:

Date:

- 8) The appointment is a full time one and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, Private Coaching / Tuitions and / or such other outside work either with or without remuneration, without the express sanction of the college authorities.
- 9) In case you accept the appointment, you shall have to submit discharge certificate (s) from your present employer (s), if any, S.S.C. Passing Certificate, mark sheets of H.S.C., Bachelors and Masters degrees, and M. Phil / Ph.D degree, and two passport size photographs to the college office.
- 10) You will be paid your salary through the Catholic Syrian Bank, Extension Counter where, with the help of the College Office, you will have to open your individual account.
- 11) You shall produce before joining necessary fitness certificate from a Registered Medical Practitioner on the panel of the Institute within a month of your joining service.
- 12) The college authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.

Yours faithfully,


Director 25/01/06


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St. Francis Institute
Of Technology (Engg-College)
Mount Poinsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.

Accepted.


25/1/06

Ms. Dakshata Panchal

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ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

P.B. No. 8456, Mount Poincur, S.V.P. Road, Borivli (West), Mumbai - 400 103

Phone: 2890 8585 / 2892 8585 Fax: 28954787

E-mail: sfitlib@vsnl.com Website: sfitengg.org

(Approved by AICTE & Govt. of Maharashtra & Affiliated to University of Mumbai)

Ref:

Date:
26/05/2006

To,
Ms. Dakshata Panchal
7, Shapoor,
Shahaji Raje Marg,
Vile Parle (E), Mumbai-57
Tel: 55767393 Mob: 9819126160

Dear Ms. Dakshata,

With reference to your application dated 20/04/06 and based on the interview held on 16th May 2006, I am pleased to inform you, on behalf of the Governing Body of the college, that you are hereby appointed to the full-time post of **Lecturer in Electronics & Telecommunication subjects in the Department of Computer Engineering** in our college on the starting pay of **Rs.8, 000/-** per month in the pay scale of **Rs. 8,000 – 275 – 13,500** with effect from **01st June 2006.**

Your appointment is on probation and shall be for a period not exceeding 24 months. The management shall have the right to terminate your appointment at any time during the said period of probation if you are found unsuitable for the post for which you are recruited without assigning any reasons, by giving you one month's notice or by paying you salary for the said notice period. However, during the first three months, if your services are not found suitable your services can be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.

1. On completion of the period of probation, your appointment shall be reviewed and if your services are satisfactory, you may be confirmed, provided your appointment is approved by the University of Mumbai. If however, your services are not found satisfactory or if your appointment is not approved by the University of Mumbai, your services shall be terminated.
2. Your appointment on probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.
3. You should give a calendar month's notice to the authorities while on probation if you leave the services of the college, provided always that in case of default on your part for giving the required notice, the college authorities may claim from you an amount not exceeding the salary for the required notice period.

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E-mail: sfitlib@vsnl.com Website: sfitengg.org

(Approved by AICTE & Govt. of Maharashtra & Affiliated to University of Mumbai)

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4. "In the event you desire to leave the services of this Institute, before the expiry of your probation period, then it should be
- at the end of an academic term, in the interest of the students and in order to prevent the disruption of academic and related activities, and
 - upon completion of all instructional and term work requirements, to the satisfaction of Principal and Director and upon handing over charge to the Principal / Director or any person duly designated / notified by them and only after giving one calendar months' notice in writing, provided that in special / exceptional circumstances as deemed fit by the Director, any of the above said conditions may be waived by the Director by a written order.

However, in such an event, you will be required to deposit an amount equal to one calendar months' salary alongwith your written application / resignation. In such an exceptional event, the Management shall be at liberty to refrain from issuing any certificate including your service certificate."

- You shall carry out academic, developmental, departmental and College administrative and such other duties as will be assigned to you by your superiors, from time to time.
- You shall be required to attend staff developmental programmes / special lectures etc whenever organised by the college authorities either within the college or in an outside institution.
- In the event you are required to attend the college on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc, you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
- The appointment is a full time one and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, Private Coaching / Tuitions and / or such other outside work either with or without remuneration, without the express sanction of the college authorities.
- Your services will be governed by the provisions of the Maharashtra University Act, 1994 and the Statutes, Ordinances, Regulations and Rules of the University of Mumbai for the time being in force and as may be amended from time to time, and the Rules of the Governing Body of the College not inconsistent with the Act, Statutes, Ordinance, Regulations and Rules of the University.

2/3


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Phone: 2890 8585 / 2892 8585 Fax: 28954787

E-mail: sfitlib@vsnl.com Website: sfitengg.org

(Approved by AICTE & Govt. of Maharashtra & Affiliated to University of Mumbai)

Ref:

Date:

10. You will be entitled to receive the allowances as per rules.
11. You will be paid your salary through the Catholic Syrian Bank, Extension Counter where, with the help of the College Office, you will have to open your individual account.
12. You shall produce before joining necessary fitness certificate from a Registered Medical Practitioner on the panel of the Institute within a month of your joining service.
13. In case a teacher, who participated in the Faculty Development Programme (FDP) organised by the college desires to leave before the expiry of the two year period, they are required to refund the expense incurred on the FDP which is about Rs. 4000/-. Similarly, the expenses incurred for sponsoring the teachers for Seminars, Workshop, etc. too have to be reimbursed.
14. Kindly note:
 - a. That we offer you this post on the basis of the assessment of the existing workload in the department. If we find that this work-load, as assessed by the college authorities subsequently diminishes, as a result of change of syllabus, removal of certain subjects from scheme of instruction, decrease in the enrolment of students, or of migration of students, or any such other eventualities, then your appointment will have to be discontinued without any notice.
 - b. That you are aware that the Government requires Managements of private colleges to reserve 50% of the total number of posts of teaching staff for persons belonging to various sections of scheduled castes, scheduled tribes, and backward communities. Our college being a minority institution, it is our contention that the said requirement is not applicable to our college and this stand has been upheld by the Hon'ble Courts. However, if inspite of the aforesaid, the Government insists on the aforesaid reservation, the same could lead to refusal of approval of your appointment by the University / Government. Your appointment is subject to the above and in event of non-receipt of the said approval, at any time, this appointment shall be terminated.
15. The college authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.
16. Please acknowledge.

Yours faithfully,

Bro. Melchior Tom,
Director

29/05/06

Accepted.

3/3

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St. Francis Institute
Of Technology (Engg-College)
Mount Poincur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.

29/5/06

[Ms. Dakshata Panchal.]

Received service conditions.

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ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra & Affiliated to University of Mumbai)

P.B. No. 8456, Mount Poincur, S.V.P. Road, Borivli (West), Mumbai - 400 103

Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfitlib@vsnl.com Website: sfitengg.org

Ref: SFIT/ST/2008-09

21/01/09 Date:

To,
Ms. Dakshata Panchal
7, Shapoor, Shahaji Raje Marg,
Vile Parle (E), Mumbai-57
Tel: 55767393 Mob: 9819126160

Dear Ms. Dakshata Panchal,

This has reference to our letters dated 26th May, 2006 appointing you on probation as a Lecturer for a period of 24 months with effect from 1st June, 2006 and our subsequent letter dated 2nd January, 2008 extending the probation period upto 25/01/09. The Management is now pleased to inform you that it has been decided to confirm you in the services of the Institution as a **Lecturer** with effect from **26th January, 2009** on the following terms and conditions, in addition to those set out in the appointment letter referred above, except to the extent specially modified hereinafter.

1. You shall be entitled to a monthly remuneration as fixed for unaided Engineering Colleges. In addition, you shall be entitled to facilities and allowances as applicable to other permanent employees.
2. During the period of your employment, you will not absent yourself from the duties without sufficient reason and without prior permission.
3. You shall not divulge any particulars, working or methodology of this Engineering College, which you may be in the course of your employment with the Institution to any one else without prior authority and sanction. In case of any unauthorized disclosure the St. Francis Institute of Technology may prosecute you criminally and also reserves its right to recover civil damages.
4. During the tenure of your service, you will not resort to any action which would hamper the functions or working of the College nor would you involve in any activity which according to the management is against the interest of the Institution. It is further expressly agreed that Management will be within its rights to terminate your services by giving you one month's notice or wages / salary in lieu thereof if you are found to have committed breach of this clause or clause (3) above.
5. In the event you decide to leave the services of this Institute, you will require to give 3 calendar months notice to the authorities of the Institute, failing which, the authorities may claim from you an amount not exceeding the salary for the required notice period. In such an exceptional event, the Management shall be at liberty to refrain from issuing any certificate including a service certificate.

1/2


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(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra & Affiliated to University of Mumbai)

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Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfitlib@vsnl.com Website: sfitengg.org

Ref:

Date:


However, in the interest of the students and in order to prevent disruption of academic and related activities, you may do so only at the end of the academic term, upon completion of all instructional and term work requirements, to the satisfaction of the Principal and the Director and upon handing over charge to the Principal / Director or any person duly designated / notified by them.

6. You will observe the Rules and Regulations in force from time to time for the running of this Institute.
7. Your performance shall be reviewed periodically. If your performance is not up to the mark and even after affording you an opportunity to improve the Institution shall be within its rights to terminate this contract of service with three months notice or salary in lieu thereof.
8. Your further promotion and increment, if any, shall be subject to proper performance of your duties and the recommendation of the concerned departmental head.
9. Your services shall be governed by the provisions of Rules and Regulations that may be in force from time to time.
10. For carrying out the Academic work of the college you will not only be required to work in the premises of the college at St. Francis Institute of Technology but you will also be required to work in the premises of other Institution under the same management and you will always carry out whatever work is assigned to you at such places as may be required as per the instructions / directions of the management from time to time.
11. The management shall have the right to transfer your service and you will have to work as per the instructions / directions of the management of the Society in any of its institutions situated in India.


Director

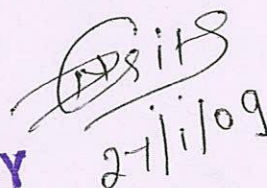
I have read the aforesaid terms and conditions or / the aforesaid terms and conditions have been explained by the Director to me in the language I understand and in token of having accepted the original letter and in acceptance of the said terms and conditions I have put my signature impression on this letter.

2/2


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Mount Poincur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.

Accepted.

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27/1/09



ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra & Affiliated to University of Mumbai)

P.B. No. 8456, Mount Poincur, S.V.P. Road, Borivli (West), Mumbai - 400 103

Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref:

Date:

14/06/13

To
Ms. Ankita Karia,
208, Heritage Parody, Bldg. No. 1,
Sai Nagar, M.G. Cross Road,
Kavivali (W)m Mumbai - 400 067
Email: ankita.karia@gmail.com
Tel: 9323487922 / 9594318210

Dear Ms. Ankita Karia,

With reference to your application dated 6th June, 2013 and the subsequent interview held on 12th June, 2013, this is to inform you that, you are hereby appointed to the full-time post of "Lecturer" in **Computer Engineering Department** of our College on a consolidated pay of **Rs. 33,000/- per month** with effect from **1st July, 2013** on the following terms and conditions.

Your services will be governed by the provisions of the Maharashtra Universities' Act 1994 and the Statutes, Ordinances, Regulations and the Rules of the University for the time being in force and as will be amended from time to time and the rules of the Governing Council of this college not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

This appointment is further subject to the following conditions: -

1. The appointment will be effective from the date of your joining.
2. This appointment is on an **ad-hoc** basis until **31st May, 2014** from the date of joining at the end of which it shall stand terminated automatically without any notice. It is also subject to the approval of the University of Mumbai.
3. During this period, if your services are not found suitable your services can be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.
4. "In the event you desire to leave the services of this Institute, before the expiry of period, then it should be,
 - a. at the end of an academic term, in the interest of the students and in order to prevent the disruption of academic and related activities, and upon completion of all instructional and term work requirements, to the satisfaction of Principal and Director and upon handing over charge to the Principal / Director or any person duly designated / notified by them and only after giving one calendar months' notice in writing, provided that in special / exceptional circumstances as deemed fit by the Director; any of the above said conditions may be waived by the Director by a written order.
 - b. However, in such an event, you will be required to deposit an amount equal to one calendar months' salary along with your written application / resignation. In such an exceptional event, the Management shall be at liberty to refrain from issuing any certificate including your service certificate."

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P.B. No. 8456, Mount Poincur, S.V.P. Road, Borivli (West), Mumbai - 400 103

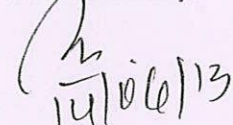
Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref:

Date:

5. In case you accept the appointment, you shall have to submit discharge certificate (s) from your present employer (s), if any, Mark sheet / Passing certificate of Bachelors and Masters degrees, and M. Phil / Ph.D. degree, (in original and one attested copy) and six passport size photographs to the college office. The Original certificate will be retained with the college till the completion of your adhoc appointment period.
6. You shall carry out academic, developmental, departmental and College administrative and such other duties as shall be assigned to you by your superiors, from time to time.
7. You shall be required to attend staff developmental programmes / special lectures etc. whenever organised by the college authorities either within the college or in an outside institution.
8. You are required to publish minimum one research paper (outside your M.E. course work) in one of the International Journal of repute, to be eligible to appear for the next interview for regular posts in SFIT.
9. In the event you are required to attend the College on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
10. The appointment is a full time one and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, Private Coaching / Tuitions and / or such other outside work either with or without remuneration, without the express sanction of the college authorities.
11. You will be paid your salary through the Catholic Syrian Bank, with the help of the College Office, you will have to open your individual account.
12. The College authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.

Yours faithfully,


14/06/13


Director

Accepted



Ankita R Kara

14.6.13.


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Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref: SFIT/RECR/F-07/REV0

Date: 18/05/15

To,
Ms. Ankita Karia,
208, Heritage Parody,
Bldg. No. 1, Sai Nagar, M.G. Cross Road,
Kandivli (W), Mumbai - 400 067.
Cell: ~~9920966203~~ / Email: ankita.karia@gmail.com
.9594318210

Dear Ms. Ankita Karia,

With reference to your application dated 09/04/2015 and based on the interview held on 9th May 2015, I am pleased to inform you on behalf of the Governing Body of the College, that you are hereby appointed to the full-time post of **Assistant Professor in Computer Engineering Department** in our College with effect from 11th July, 2015 on the following terms and conditions:

1. You will be placed in the Pay Band of 15,600 - 39,100 with a basic pay of Rs. 21,600/- (Pay in Pay Band = Rs. 15,600/- + AGP of Rs. 6,000/-). You shall be entitled to receive the allowances as per rules.
2. Your appointment is on probation and will be effective from the date of your joining and shall be for a period not exceeding 24 months. The Management shall have the right to terminate your appointment at any time during the said period of probation if you are found unsuitable for the post for which you are recruited without assigning any reasons, by giving you one month's notice or by paying you salary for the said notice period. However, during the first three months, if your services are not found suitable your services can be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.
3. Your performance will be reviewed periodically and on completion of the period of probation, if your services are found satisfactory, you may be confirmed, provided your appointment is approved by the University of Mumbai. If however, your services are not found satisfactory or if your appointment is not approved by the University of Mumbai, your services shall be terminated.
4. Your appointment on probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.
5. While on probation if you decide to leave the services of this Institute, before the expiry of your probation period you shall give a calendar months' notice to the authorities. However, it shall be,
 - a. at the end of an academic term, in the interest of the students and in order to prevent the disruption of academic and related activities, and
 - b. upon completion of all instructional and term work requirements, to the satisfaction of HOD, Principal and Director and upon handing over charge to the HOD / Principal or any person duly designated / notified by them.

1/3

PRINCIPAL

St. Francis Institute
Of Technology (Engg-College)
Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.

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ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra & Affiliated to University of Mumbai)

P.B. No. 8456, Mount Poincur, S.V.P. Road, Borivli (West), Mumbai - 400 103


Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref:

Date:

6. During the notice period of one month your physical attendance in the Institute is required. In other words, you must serve the Institute for the entire notice period after your resignation is accepted. In case of default on your part for giving the required notice, the authorities may not only claim from you an amount not exceeding the salary for the required notice period but also shall be at liberty to refrain from issuing any certificate including a service certificate.
7. **In case you accept the appointment, you shall have to submit mark sheet / passing certificate of Bachelors / Masters degrees, (in original and one attested copy) and six passport size photographs to the college office. The original certificates will be retained with the college till the completion of probation period.**
8. You shall carry out academic, departmental, research & development (R&D), College administrative work and such other duties as shall be assigned to you by your superiors, from time to time.
9. You shall be required to attend staff developmental programmes / special lectures etc. whenever organised by the college authorities either within the college or in an outside institution.
10. In the event you are required to attend the college on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
11. The appointment is a full time one and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, Private Coaching / Tuitions and / or such other outside work either with or without remuneration, without the express sanction of the college authorities.
12. Your services shall be further governed by the provisions of the Maharashtra University Act, 1994 and the Statutes, Ordinances, Regulations and Rules of the University of Mumbai for the time being in force and as may be amended from time to time, and the Rules of the Governing Body of the College not inconsistent with the Act, Statutes, Ordinance, Regulations and Rules of the University.
13. You shall be paid your salary through the Catholic Syrian Bank and with the help of the College Office, you will have to open your individual account.
14. You shall produce necessary fitness certificate from a Registered Medical Practitioner on the panel of the Institute within a month of your joining service

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15. In case a teacher, who participated in the Faculty Induction Programme (FIP) organised by the College desires to leave before the expiry of the two year period, they are required to refund the expense incurred on the FIP. Similarly, the expenses incurred for sponsoring the teachers for Seminars, Workshop, etc. too have to be reimbursed.
16. Kindly note:
 - a. That we offer you this post on the basis of the assessment of the existing workload in the department. If we find that this work-load, as assessed by the college authorities subsequently diminishes, as a result of change of syllabus, removal of certain subjects from scheme of instruction, decrease in the enrolment of students, or of migration of students, or any such other eventualities, then your appointment will have to be discontinued without any notice.
 - b. That you are aware that the Government requires Managements of private colleges to reserve 50% of the total number of posts of teaching staff for persons belonging to various sections of scheduled castes, scheduled tribes, and backward communities. Our college being a minority institution, it is our contention that the said requirement is not applicable to our college and this stand has been upheld by the Hon'ble Courts. However, if inspite of the aforesaid, the Government insists on the aforesaid reservation, the same could lead to refusal of approval of your appointment by the University / Government. Your appointment is subject to the above and in event of non-receipt of the said approval, at any time, this appointment shall be terminated.
17. SFIT Staff Service Rules as well as new Staff Induction Manual are available on the college website www.sfitengg.org. You may kindly approach office administration for pass word for Staff Service Rules. You are expected to read and understand both the above documents and familiarize yourself with SFIT culture.
18. The College authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.
19. Kindly acknowledge receipt of this letter.

Yours faithfully,

Director

[Signature]
18/05/15

Accepted

[Signature] 18/5/15
Ankita R. Karia

3/3

[Signature]
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Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref:

Date:

11/07/2017

To,
Ms. Ankita Karia,
208, Heritage Parody,
Bldg. No. 1, Sai Nagar, M.G. Cross Road,
Kandivli (W), Mumbai - 400 067.
Cell: 9920966203 / Email: ankita.karia@gmail.com

Dear Ms. Ankita Karia,

This has reference to our letter no. SFIT/RECR/F-07/REVO dated 18/05/2015, appointing you on probation as **Assistant Professor** in the **Computer Engineering Department** for a period of 24 months with effect from 11th July, 2015. The Management is now pleased to inform you that it has been decided to confirm you in the services of the institution as **Assistant Professor** with effect from **11th July, 2017** on the following terms and conditions, in addition to those set out in the appointment letter referred above, except to the extent specially modified hereinafter.

1. You shall be entitled to a monthly remuneration as fixed for unaided Engineering Colleges. In addition, you shall be entitled to facilities and allowances as applicable to other permanent employees.
2. During the period of your employment, you will not absent yourself from the duties without sufficient reason and without prior permission.
3. You shall not divulge any particulars, working or methodology of this Engineering College, which you may be in the course of your employment with the Institution to anyone else without prior authority and sanction. In case of any unauthorized disclosure the St. Francis Institute of Technology may prosecute you criminally and also reserves its right to recover civil damages.
4. During the tenure of your service, you will not resort to any action which would hamper the functions or working of the College nor would you involve in any activity which according to the management is against the interest of the Institution. It is further expressly agreed that Management will be within its rights to terminate your services by giving you one month's notice or wages / salary in lieu thereof if you are found to have committed breach of this clause or clause (3) above.
5. In the event you decide to leave the services of this Institute, you should give 3 calendar months' notice in writing to the authorities of the Institute. However, you will have the following options:
 - a. To serve the Institute for full 3 months' notice period from the date your resignation is accepted by the Director OR
 - b. To serve the Institute for a minimum of at least 1 month from the date your resignation is accepted and pay equivalent salary for the short fall in the prescribed notice period.

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Moon

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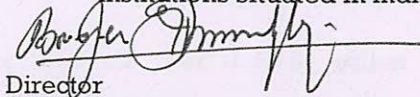
P.B. No. 8456, Mount Poinsur, S.V.P. Road, Borivli (West), Mumbai - 400 103

Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

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Date:

- c. In both the cases (a) and (b) above, if you decide to serve the Institute full or part of the notice period then your physical attendance in the Institute is compulsory. Consequently all types of accumulated / balance leave if any, even if pre-sanctioned, shall stand automatically forfeited from the date your resignation is accepted. However, in the interest of the students in order to prevent disruption of academic and related activities, you shall be relieved only at the end of the academic term, upon completion of all instructional and term work requirements, to the satisfaction of HOD/ Principal and upon handing over charge to the HOD / Principal / Director or any person duly designated / notified by them.
 - d. In case of default in giving the prescribed notice the Competent Authority may recover the dues from you, an amount equivalent to the required notice period. In such an exceptional event, the Management shall be at liberty to refrain from issuing any certificate including a service certificate.
6. You will observe the Rules and Regulations in force from time to time for the running of this Institute.
 7. Your performance shall be reviewed periodically. If your performance is not up to the mark and even after affording you an opportunity to improve the Institution shall be within its rights to terminate this contract of service with three months' notice or salary in lieu thereof.
 8. Your further promotion and increment, if any, shall be subject to proper performance of your duties and the recommendation of the concerned departmental head.
 9. Your services shall be governed by the provisions of Staff Rules and Regulations that may be in force from time to time.
 10. For carrying out the academic work of the college you will not only be required to work in the premises of the college at St. Francis Institute of Technology but you will also be required to work in the premises of other Institution under the same Management and you will always carry out whatever work is assigned to you at such places as may be required as per the instructions / directions of the Management from time to time.
 11. In the event you are required to attend the College on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
 12. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the Society in any of its institutions situated in India.


Director

I have read the aforesaid terms and conditions or / the aforesaid terms and conditions have been explained by the Director to me in the language I understand and in token of having accepted the original letter and in acceptance of the said terms and conditions I have put my signature impression on this letter.


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Seen
Received
11/7/17 2/2



Phone :892 8585

Fax :895 4787

ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

P. B. No. 8456, Mount Poincur, S. V. P. Road, Borivli (West), Mumbai 400 103.

Ref.:

Date :

03/08/2001


To
Mr. Gautam Abhaychand Shah
C/o Shri Jethalal Anandji Nagda,
9, Vijay Kunj, 2ndFloor,
Old Nagardas Road,
Andheri (E), Mumbai - 400 069
Tel: - 8321045 / 821 9527

Dear Mr. Gautam A. Shah,

With reference to your application dated 22/06/2001 I am pleased to inform you, on behalf of the Governing Body of the college, that you are hereby appointed to the full-time post of Assistant Professor in Electronics in our college on the starting pay of Rs.12,000/- per month in the pay scale of Rs. 12,000 - 420 - 18300/- with effect from 06/08/2001.

Your appointment is on probation and shall be for a period not exceeding 24 months. The management shall have the right to terminate your appointment at any time during the said period of probation if you are found unsuitable for the post for which you are recruited without assigning any reasons, by giving you one month's notice or by paying you salary for the said notice period.

1. On completion of the period of probation, your appointment shall be reviewed and if your services are satisfactory, you may be confirmed, provided your appointment is approved by the University of Mumbai. If however, your services are not found satisfactory or if your appointment is not approved by the University of Mumbai, your services shall be terminated.
2. Your appointment on probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.


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(ENGINEERING COLLEGE)

P. B. No. 8456, Mount Poincur, S. V. P. Road, Borivli (West), Mumbai 400 103.

Ref.:

Date :

3. You should give a calendar month's notice to the authorities while on probation if you leave the services of the college, provided always that in case of default on your part for giving the required notice, the college authorities may claim from you an amount not exceeding the salary for the required notice period.
4. You shall carry out academic, developmental, departmental and College administrative and such other duties as will be assigned to you by your superiors, from time to time.
5. You shall be required to attend staff developmental programmes / special lectures etc whenever organised by the college authorities either within the college or in an outside institution.
6. In the event you are required to attend the college on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc, you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
7. The appointment is a full time one and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, Private Coaching / Tuitions and / or such other outside work either with or without remuneration, without the express sanction of the college authorities.
8. Your services will be governed by the provisions of the Maharashtra University Act, 1994 and the Statutes, Ordinances, Regulations and Rules of the University of Mumbai for the time being in force and as may be amended from time to time, and the Rules of the Governing Body of the College not inconsistent with the Act, Statutes, Ordinance, Regulations and Rules of the University.
9. You will be entitled to receive the allowances as per rules.
10. If your acceptance is not received by 9th August 2001 your appointment is liable to be cancelled.
11. In case you accept the appointment, you shall have to submit discharge certificate (s) from your present employer (s), if any, S.S.C. Passing Certificate, mark sheets of H.S.C., Bachelors and Masters degrees, and M. Phil / PhD degree, and two passport size photographs to the college office.


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Fax :895 4787

ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

P. B. No. 8456, Mount Poincur, S. V. P. Road, Borivli (West), Mumbai 400 103.

Ref.:

Date :

12. You will be paid your salary through the Catholic Syrian Bank, St. Francis Institute of Technology Extension Counter where, with the help of the College Office, you will have to open your individual account.
13. You shall produce before joining necessary fitness certificate from a Registered Medical Practitioner on the panel of the Institute within a month of your joining service.
14. Kindly note:
 - a. That we offer you this post on the basis of the assessment of the existing workload in the department. If we find that this work-load, as assessed by the college authorities subsequently diminishes, as a result of change of syllabus, removal of certain subjects from scheme of instruction, decrease in the enrolment of students, or of migration of students, or any such other eventualities, then your appointment will have to be discontinued without any notice.
 - b. That you are aware that the Government requires Managements of private colleges to reserve 50% of the total number of posts of teaching staff for persons belonging to various sections of scheduled castes, scheduled tribes, and backward communities. Our college being a minority institution, it is our contention that the said requirement is not applicable to our college and this stand has been upheld by the Hon'ble Courts. However, if inspite of the aforesaid, the Government insists on the aforesaid reservation, the same could lead to refusal of approval of your appointment by the University / Government. Your appointment is subject to the above and in event of non-receipt of the said approval, at any time, this appointment shall be terminated.
15. The college authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.

16. Please acknowledge.


Yours faithfully,

Bro. A.D. Mathew
Director
St. Francis Institute of Technology

Accepted

(SHAH GAUTAM ABHAYCHAND)

Date :- 03-08-2001


PRINCIPAL
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Borivli (West), Mumbai - 400 103.

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ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

P. B. No. 8456, Mount Poincur, S. V. P. Road, Borivli (West), Mumbai 400 103.

Ref.:

Date : 06.08.2003

To
Mr. Gautam Abhaychand Shah
C/o Shri Jethalal Anandji Nagda,
9, Vijay Kunj, 2ndFloor,
Old Nagardas Road,
Andheri (E), Mumbai – 400 069
Tel: - 8321045 / 821 9527

Dear Gautam,

This is in continuation to our appointment letter dated 03/08/2001, appointing you on Probationary basis. The management is pleased to inform you that it has been decided to confirm you in the services of the Institution with effect from 05/08/2003. Your employment is on the following terms and conditions in addition to those set out in our above letter except to the extent specially modified hereinafter.

1. You shall be entitled to a monthly remuneration as fixed for unaided Engineering Colleges. In addition, you shall be entitled to facilities and allowances as applicable to other permanent employees.
2. During the period of your employment you will not absent yourself from the duties without sufficient reason and without prior permission.
3. You shall not divulge any particulars, working or methodology of this Engineering College, which you may be in the course of your employment with the Institution to any one else without prior authority and sanction. In case of any unauthorized disclosure the St. Francis Institute of Technology may prosecute you criminally and also reserves its right to recover civil damages.
4. During the tenure of your service, you will not resort to any action which would hamper the functions or working of the colleges nor would you involve in any activity which according to the management is against the interest of the Institution. It is further express agreed that management will be within its rights to terminate your services by giving you one month's notice or wages or salary in lieu thereof if you are found to have committed breach of this clause or clause (3) above.


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(ENGINEERING COLLEGE)

P. B. No. 8456, Mount Poincur, S. V. P. Road, Borivli (West), Mumbai 400 103.

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Date :

5. You will observe the Rules and Regulations in force from time to time for the running of this Institution.
6. Your performance shall be reviewed periodically. If your performance is not up to the mark and even after affording you an opportunity to improve you fail to come up to the mark then the Institution shall be within its rights to terminate this contract of service with three months notice or salary in lieu thereof.
7. Your further promotion and increment, if any, shall be subject to proper performance of your duties and the recommendation of the concerned departmental head.
8. Your services shall be governed by the provisions of Rules and Regulations that may be in force from time to time.
9. For carrying out the Academic work of the college you will not only be required to work in the premises of the college at St. Francis Institute of Technology but you will also be required to work in the premises of other Institution under the same management and you will always carry out whatever work is assigned to you at such places as may be required as per the instructions / directions of the management from time to time.
10. The management shall have the right to transfer your service and you will have to work as per the instructions / directions of the management of the Society in any of its institutions situated in India.

Director

St. Francis Institute of Technology

I have read the aforesaid terms and conditions or / the aforesaid terms and conditions have been explained by the Director to me in the language I understand and in token of having accepted the original letter and in acceptance of the said terms and conditions I have put my signature impression on this letter.

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St. Francis Institute
Of Technology (Engg-College)
Mount Poincur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.

Accepted

06/08/2003.



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(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra & Affiliated to University of Mumbai)

P.B. No. 8456, Mount Poincur, S.V.P. Road, Borivli (West), Mumbai - 400 103

Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref:

Date:

SFIT/ RECR/F-07/REVO

01/06/2013

To,
Dr. Gautam A. Shah,
502, Gopal Sadan,
Service Road, East of W.E. Highway,
Near Old Pump House,
Andheri - West, Mumbai - 400 093
Tel: 28347959 / 9324031996
Email: gautamshah11@yahoo.co.in

Dear Dr. Gautam Shah,

With reference to your application dated 22nd April, 2013 and based on the interview held on 25th May, 2013, I am pleased to inform you on behalf of the Governing Body of the College, that you are hereby appointed to the full-time post of **Professor in Electronics & Telecommunication Engineering Department** in our College in the **Pay Band of Rs. 37400 - 67000** with a basic pay of **Rs. 59,400/- (Pay in Pay Band = Rs. 49400/- + AGP of Rs. 10,000/-)** with effect from **1st July, 2013**.

Your appointment is on probation and shall be for a period not exceeding 24 months. The Management shall have the right to terminate your appointment at any time during the said period of probation if you are found unsuitable for the post for which you are recruited without assigning any reasons, by giving you one month's notice or by paying you salary for the said notice period. However, during the first three months, if your services are not found suitable your services can be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.

1. Your performance will be reviewed periodically and on completion of the period of probation, if your services are found satisfactory, you may be confirmed, provided your appointment is approved by the University of Mumbai. If however, your services are not found satisfactory or if your appointment is not approved by the University of Mumbai, your services shall be terminated.
2. Your appointment on probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.
3. You should give a calendar month's notice to the authorities while on probation if you leave the services of the college, provided always that in case of default your part for giving the required notice, the college authorities may claim from you an amount not exceeding the salary for the required notice period.

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4. "In the event you desire to leave the services of this Institute, before the expiry of your probation period, then it should be,
 - a. at the end of an academic term, in the interest of the students and in order to prevent the disruption of academic and related activities, and
 - b. upon completion of all instructional and term work requirements, to the satisfaction of Principal and Director and upon handing over charge to the Principal / Director or any person duly designated / notified by them and only after giving one calendar months' notice in writing, provided that in special / exceptional circumstances as deemed fit by the Director, any of the above said conditions may be waived by the Director by a written order.

However, in such an event, you will be required to deposit an amount equal to one calendar months' salary along with your written application / resignation. In such an exceptional event, the Management shall be at liberty to refrain from issuing any certificate including your service certificate.

5. You shall carry out academic, departmental, research & development (R&D), College administrative work and such other duties as will be assigned to you by your superiors, from time to time.
6. You shall be required to attend staff developmental programmes / special lectures etc whenever organised by the college authorities either within the college or in an outside institution.
7. In the event you are required to attend the college on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc, you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
8. The appointment is a full time one and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, Private Coaching / Tuitions and / or such other outside work either with or without remuneration, without the express sanction of the college authorities.
9. Your services will be governed by the provisions of the Maharashtra University Act, 1994 and the Statutes, Ordinances, Regulations and Rules of the University of Mumbai for the time being in force and as may be amended from time to time, and the Rules of the Governing Body of the College not inconsistent with the Act, Statutes, Ordinance, Regulations and Rules of the University.
10. You will be entitled to receive the allowances as per rules.

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Ref:

Date:

11. Kindly note:
 - a. That we offer you this post on the basis of the assessment of the existing workload in the department. If we find that this work-load, as assessed by the college authorities subsequently diminishes, as a result of change of syllabus, removal of certain subjects from scheme of instruction, decrease in the enrolment of students, or of migration of students, or any such other eventualities, then your appointment will have to be discontinued without any notice.
 - b. That you are aware that the Government requires Managements of private colleges to reserve 50% of the total number of posts of teaching staff for persons belonging to various sections of scheduled castes, scheduled tribes, and backward communities. Our college being a minority institution, it is our contention that the said requirement is not applicable to our college and this stand has been upheld by the Hon'ble Courts. However, if inspite of the aforesaid, the Government insists on the aforesaid reservation, the same could lead to refusal of approval of your appointment by the University / Government. Your appointment is subject to the above and in event of non-receipt of the said approval, at any time, this appointment shall be terminated.
12. The College authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.
13. Kindly acknowledge receipt of this letter.

Yours faithfully,

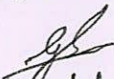

01/06/13
Director


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St. Francis Institute
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Borivli (West), Mumbai - 400 103.

Accepted

Dr. Gautam Shah

3/3


1/6/2013

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Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref:

30/09/2015

To,
Dr. Gautam A. Shah,
502, Gopal Sadan,
Service Road, East of W.E. Highway,
Near Old Pump House,
Andheri - West, Mumbai - 400 093
Tel: 28347959 / 9324031996
Email: gautamshah11@yahoo.co.in

Dear Dr. Gautam Shah,

This has reference to our letter dated 1st June, 2013 appointing you on probation **Professor** in the **Electronics & Telecommunication Engineering Department** for a period of 24 months with effect from 1st July, 2013 and subsequent extension of your probation by three months upto 30/09/2015. The Management is now pleased to inform you that it has been decided to confirm you in the services of the institution as **Professor** with effect from **1st October, 2015** on the following terms and conditions, in addition to those set out in the appointment letter referred above, except to the extent specially modified hereinafter.

1. You shall be entitled to a monthly remuneration as fixed for unaided Engineering Colleges. In addition, you shall be entitled to facilities and allowances as applicable to other permanent employees.
2. During the period of your employment, you will not absent yourself from the duties without sufficient reason and without prior permission.
3. You shall not divulge any particulars, working or methodology of this Engineering College, which you may be in the course of your employment with the Institution to anyone else without prior authority and sanction. In case of any unauthorized disclosure the St. Francis Institute of Technology may prosecute you criminally and also reserves its right to recover civil damages.
4. During the tenure of your service, you will not resort to any action which would hamper the functions or working of the College nor would you involve in any activity which according to the management is against the interest of the Institution. It is further expressly agreed that Management will be within its rights to terminate your services by giving you one month's notice or wages / salary in lieu thereof if you are found to have committed breach of this clause or clause (3) above.
5. In the event you decide to leave the services of this Institute, you should give 3 calendar months' notice in writing to the authorities of the Institute. However, you will have the following options:
 - a. To serve the Institute for full 3 months' notice period from the date your resignation is accepted by the Director OR
 - b. To serve the Institute for a minimum of at least 1 month from the date your resignation is accepted and pay equivalent salary for the short fall in the prescribed notice period.

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St. Francis Institute
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Borivli (West), Mumbai - 400 103.

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ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)

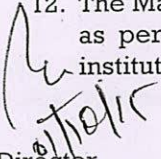
(Approved by AICTE & Govt. of Maharashtra & Affiliated to University of Mumbai)

P.B. No. 8456, Mount Poincur, S.V.P. Road, Borivli (West), Mumbai - 400 103

Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref:

- c. In both the cases (a) and (b) above, if you decide to serve the Institute full or part ^{Date:} the notice period then your physical attendance in the Institute is compulsory. Consequently all types of accumulated / balance leave if any, even if pre-sanctioned, shall stand automatically forfeited from the date your resignation is accepted. However, in the interest of the students in order to prevent disruption of academic and related activities, you shall be relieved only at the end of the academic term, upon completion of all instructional and term work requirements, to the satisfaction of HOD/ Principal and upon handing over charge to the HOD / Principal / Director or any person duly designated / notified by them.
- d. In case of default in giving the prescribed notice the Competent Authority may recover the dues from you, an amount equivalent to the required notice period. In such an exceptional event, the Management shall be at liberty to refrain from issuing any certificate including a service certificate.
6. You will observe the Rules and Regulations in force from time to time for the running of this Institute.
7. Your performance shall be reviewed periodically. If your performance is not up to the mark and even after affording you an opportunity to improve the Institution shall be within its rights to terminate this contract of service with three months' notice or salary in lieu thereof.
8. Your further promotion and increment, if any, shall be subject to proper performance of your duties and the recommendation of the concerned departmental head.
9. Your services shall be governed by the provisions of Staff Rules and Regulations that may be in force from time to time.
10. For carrying out the academic work of the college you will not only be required to work in the premises of the college at St. Francis Institute of Technology but you will also be required to work in the premises of other Institution under the same Management and you will always carry out whatever work is assigned to you at such places as may be required as per the instructions / directions of the Management from time to time.
11. In the event you are required to attend the College on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
12. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the Society in any of its institutions situated in India.


Director


I have read the aforesaid terms and conditions or / the aforesaid terms and conditions have been explained by the Director to me in the language I understand and in token of having accepted the original letter and in acceptance of the said terms and conditions I have put my signature impression on this letter.

2/2



Dr. Gautam Shch

01/10/2015


PRINCIPAL
St. Francis Institute
Of Technology (Engg-College)
Mount Poincur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.



ST. FRANCIS INSTITUTE OF TECHNOLOGY

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P.B. No. 8456, Mount Poincur, S.V.P. Road, Borivli (West), Mumbai - 400 103

Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfitlib@vsnl.com Website: sfitengg.org

Ref:

Date:

06/06/11

To

Ms. Savita N. Kandale,
303 - Bldg No, 166, Sector - 6,
Evershine City, Vasai (E),
Thane Dist
Tel: 9271977442

Dear Ms. Savita N. Kandale,

With reference to your application dated 29/03/2011 and the subsequent interview, held on the 26/04/2011, this is to inform you that, you are hereby appointed to the full-time post of "Lecturer" in the Information Technology Department of our College on a consolidated pay of Rs. 31,000/- per month with effect from 1st July, 2011 on the following terms and conditions.

Your services will be governed by the provisions of the Maharashtra Universities' Act 1994 and the Statutes, Ordinances, Regulations and the Rules of the University for the time being in force and as will be amended from time to time and the rules of the Governing Council of this college not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

This appointment is further subject to the following conditions: -

1. The appointment will be effective from the date of your joining.
2. This appointment is on an **ad-hoc** basis until 31/05/2012 from the date of joining at the end of which it shall stand terminated automatically without any notice. It is also subject to the approval of the University of Mumbai.
3. During this period, if your services are not found suitable your services can be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.
4. "In the event you desire to leave the services of this Institute, before the expiry of period, then it should be,
 - a. at the end of an academic term, in the interest of the students and in order to prevent the disruption of academic and related activities, and upon completion of all instructional and term work requirements, to the satisfaction of Principal and Director and upon handing over charge to the Principal / Director or any person duly designated / notified by them and only after giving one calendar months' notice in writing, provided that in special / exceptional circumstances as deemed fit by the Director; any of the above said conditions may be waived by the Director by a written order.
 - b. However, in such an event, you will be required to deposit an amount equal to one calendar months' salary along with your written application / resignation. In such an exceptional event, the Management shall be at liberty to refrain from issuing any certificate including your service certificate."


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Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfitlib@vsnl.com Website: sfitengg.org


Ref:

Date:


5. In case you accept the appointment, you shall have to submit discharge certificate (s) from your present employer (s), if any, S.S.C. Passing Certificate, mark sheets of H.S.C., Bachelors and Masters degrees, and M. Phil / Ph.D degree, (in original and one attested copy) and six passport size photographs to the college office. The Original certificate will be retained with the college till the completion of your adhoc appointment period.
6. You shall carry out academic, developmental, departmental and College administrative and such other duties as will be assigned to you by your superiors, from time to time.
7. You shall be required to attend staff developmental programmes / special lectures etc whenever organised by the college authorities either within the college or in an outside institution.
8. In the event you are required to attend the College on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc, you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
9. The appointment is a full time one and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, Private Coaching / Tuitions and / or such other outside work either with or without remuneration, without the express sanction of the college authorities.
10. You will be paid your salary through the Catholic Syrian Bank, with the help of the College Office, you will have to open your individual account.
11. The College authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.

Yours faithfully,


Director


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St. Francis Institute
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Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.

MS. Savita N. Kandale
2/2


06/06/2011



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Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref:

Date:

17th May, 2012

To,
Ms. Savita N. Kulkarni,
303 - Bldg No, 166, Sector - 6,
Evershine City, Vasai (E),
Thane Dist
Tel: 9271977442
Email: savitakandale102@gmail.com

Dear Ms. Savita N. Kulkarni,

With reference to your application dated 17th April, 2012 and based on the interview held on 12th May 2012, I am pleased to inform you on behalf of the Governing Body of the College, that you are hereby appointed to the full-time post of **Assistant Professor in Electronics & Telecommunication Engineering Department** in our College in the Pay Band of 15,600 - 39,100 with a basic pay of Rs. 22,900/- (Pay in Pay Band = Rs.16,900/- + AGP of Rs. 6,000/-) with effect from **2nd July, 2012.**

Your appointment is on probation and shall be for a period not exceeding 24 months. The Management shall have the right to terminate your appointment at any time during the said period of probation if you are found unsuitable for the post for which you are recruited without assigning any reasons, by giving you one month's notice or by paying you salary for the said notice period. However, during the first three months, if your services are not found suitable your services can be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.

1. Your performance will be reviewed periodically and on completion of the period of probation, if your services are found satisfactory, you may be confirmed, provided your appointment is approved by the University of Mumbai. If however, your services are not found satisfactory or if your appointment is not approved by the University of Mumbai, your services shall be terminated.
2. Your appointment on probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.
3. You should give a calendar month's notice to the authorities while on probation if you leave the services of the college, provided always that in case of default your part for giving the required notice, the college authorities may claim from you an amount not exceeding the salary for the required notice period.

1/3

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Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref:

Date:

4. "In the event you desire to leave the services of this Institute, before the expiry of your probation period, then it should be,
- at the end of an academic term, in the interest of the students and in order to prevent the disruption of academic and related activities, and
 - upon completion of all instructional and term work requirements, to the satisfaction of Principal and Director and upon handing over charge to the Principal / Director or any person duly designated / notified by them and only after giving one calendar months' notice in writing, provided that in special / exceptional circumstances as deemed fit by the Director, any of the above said conditions may be waived by the Director by a written order.

However, in such an event, you will be required to deposit an amount equal to one calendar months' salary alongwith your written application / resignation. In such an exceptional event, the Management shall be at liberty to refrain from issuing any certificate including your service certificate.

5. In case you accept the appointment, you shall have to submit discharge certificate (s) from your present employer (s), if any, S.S.C. Passing Certificate, mark sheets of H.S.C., Bachelors and Masters degrees, and M. Phil / Ph.D degree, (in original and one attested copy) and six passport size photographs to the college office. The original certificates will be retained with the college till the completion of probation period.
6. You shall carry out academic, departmental, research & development (R&D), College administrative work and such other duties as will be assigned to you by your superiors, from time to time.
7. You shall be required to attend staff developmental programmes / special lectures etc whenever organised by the college authorities either within the college or in an outside institution.
8. In the event you are required to attend the college on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc, you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
9. The appointment is a full time one and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, Private Coaching / Tuitions and / or such other outside work either with or without remuneration, without the express sanction of the college authorities.
10. Your services will be governed by the provisions of the Maharashtra University Act, 1994 and the Statutes, Ordinances, Regulations and Rules of the University of Mumbai for the time being in force and as may be amended from time to time, and the Rules of the Governing Body of the College not inconsistent with the Act, Statutes, Ordinance, Regulations and Rules of the University.
11. You will be entitled to receive the allowances as per rules.

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2/3



ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra & Affiliated to University of Mumbai)

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Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref:

Date:

12. You will be paid your salary through the Catholic Syrian Bank, with the help of the College Office, you will have to open your individual account.
13. You shall produce before joining necessary fitness certificate from a Registered Medical Practitioner on the panel of the Institute within a month of your joining service.
14. In case a teacher, who participated in the Faculty Development Programme (FDP) organised by the College desires to leave before the expiry of the two year period, they are required to refund the expense incurred on the FDP. Similarly, the expenses incurred for sponsoring the teachers for Seminars, Workshop, etc. too have to be reimbursed.
15. Kindly note:
 - a. That we offer you this post on the basis of the assessment of the existing workload in the department. If we find that this work-load, as assessed by the college authorities subsequently diminishes, as a result of change of syllabus, removal of certain subjects from scheme of instruction, decrease in the enrolment of students, or of migration of students, or any such other eventualities, then your appointment will have to be discontinued without any notice.
 - b. That you are aware that the Government requires Managements of private colleges to reserve 50% of the total number of posts of teaching staff for persons belonging to various sections of scheduled castes, scheduled tribes, and backward communities. Our college being a minority institution, it is our contention that the said requirement is not applicable to our college and this stand has been upheld by the Hon'ble Courts. However, if inspite of the aforesaid, the Government insists on the aforesaid reservation, the same could lead to refusal of approval of your appointment by the University / Government. Your appointment is subject to the above and in event of non-receipt of the said approval, at any time, this appointment shall be terminated.
16. The College authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.
16. Kindly acknowledge receipt of this letter.

Yours faithfully,

Director

17/05/12

PRINCIPAL

St. Francis Institute

Of Technology (Engg-College)

Mount Poincur, S. V. P. Road,

Borivli (West), Mumbai - 400 103.

TRUE COPY

Accepted
Ms. Savita N. Kulkarni 3/3
17/05/2012



ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra & Affiliated to University of Mumbai)

P.B. No. 8456, Mount Poincur, S.V.P. Road, Borivli (West), Mumbai - 400 103

Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref:

Date:

02/07/2014

To,
Ms. Savita Kulkarni
Flat No: 103 Orchid - B wing,
Prstige Residency, Wagbil Naka,
Ghodbunder Road, Thane West - 400 607
Tel: 9271977442
Email: savitakandale102@gmail.com

Dear Ms. Savita N. Kulkarni,

This has reference to our letter dated 17/05/2012 appointing you on probation as Assistant Professor for a period of 24 months with effect from 2nd July, 2012. The Management is now pleased to inform you that it has been decided to confirm you in the services of the institution as **Assistant Professor** with effect from 2nd July, 2014 on the following terms and conditions, in addition to those set out in the appointment letter referred above, except to the extent specially modified hereinafter.

1. You shall be entitled to a monthly remuneration as fixed for unaided Engineering Colleges. In addition, you shall be entitled to facilities and allowances as applicable to other permanent employees.
2. During the period of your employment, you will not absent yourself from the duties without sufficient reason and without prior permission.
3. You shall not divulge any particulars, working or methodology of this Institute, which you may be in the course of your employment with the Institution to anyone else without prior authority and sanction. In case of any breach the Management may prosecute you for criminality and also reserves its right to recover civil damages.
4. During the tenure of your service, you will not resort to any action which would hamper the functioning or working of the College nor would you involve in any activity which according to the Management is against the interest of the Institution. It is further expressly agreed that Management will be within its rights to terminate your services by giving you one month's notice or wages / salary in lieu thereof if you are found to have committed breach of this clause or clause (3) above.
5. In the event you decide to leave the services of this Institute, you should give 3 calendar months' notice in writing to the authorities of the Institute. However, you will have the following options:
 - a. To serve the Institute for full 3 months' notice period from the date your resignation is accepted by the Director OR
 - b. To serve the Institute for a minimum of at least 1 month from the date your resignation is accepted and pay equivalent salary for the short fall in the prescribed notice period.

[Handwritten signature]

[Handwritten signature]

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Mount Poincur, S. V. P. Road,
Borivli (West), Mumbai - 400 103

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Accepted
[Handwritten signature]
02/7/14

(Ms. Savita .K.)



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Ref:

Date:

- c. In both the cases (a) and (b) above, if you decide to serve the Institute full or part of the notice period then your physical attendance in the Institute is compulsory. Consequently all types of accumulated / balance leave if any, even if pre-sanctioned, shall stand automatically forfeited from the date your resignation is accepted. However, in the interest of the students in order to prevent disruption of academic and related activities, you shall be relieved only at the end of the academic term, upon completion of all instructional and term work requirements, to the satisfaction of HOD/ Principal and upon handing over charge to the HOD / Principal / Director or any person duly designated / notified by them.
 - d. In case of default in giving the prescribed notice the Competent Authority may recover the dues from you, an amount equivalent to the required notice period. In such an exceptional event, the Management shall be at liberty to refrain from issuing any certificate including a service certificate.
6. You will observe the Rules and Regulations in force from time to time for the running of this Institute.
 7. Your performance shall be reviewed periodically. If your performance is not up to the mark and even after affording you an opportunity to improve the Institution shall be within its rights to terminate this contract of service with three months' notice or salary in lieu thereof.
 8. Your further promotion and increment, if any, shall be subject to proper performance of your duties and the recommendation of the concerned departmental head.
 9. Your services shall be governed by the provisions of Rules and Regulations that may be in force from time to time.
 10. For carrying out the academic work of the college you will not only be required to work in the premises of the college at St. Francis Institute of Technology but you will also be required to work in the premises of other Institution under the same Management and you will always carry out whatever work is assigned to you at such places as may be required as per the instructions / directions of the Management from time to time.
 11. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the Society in any of its institutions situated in India.

02/07/14
02/07/14
Director

I have read the aforesaid terms and conditions or / the aforesaid terms and conditions have been explained by the Director to me in the language I understand and in token of having accepted the original letter and in acceptance of the said terms and conditions I have put my signature impression on this letter.

2/2

Accepted
PRINCIPAL
St. Francis Institute
Of Technology (Engg-College)
Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.

02/07/14
(Ms. Savita Kulkarni)

ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

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Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref:

Date:

05/07/2018

To
Mr. Alister Noel Dsouza,
403 Kanchan,
Holy Cross Road, I.C. Colony,
Borivali (W), Mumbai - 400103
Email: alister0524@gmail
Mb: 9769236750

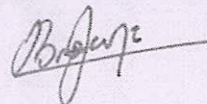
Dear Mr. Alister D'Souza,

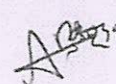
With reference to your applications dated 04/07/18 and the subsequent interview held on 04/07/2018, this is to inform you that, you are hereby appointed to the full-time post of "Assistant Professor" in the 'Electronics & Telecommunication Engineering Department' of our College w.e.f. 05th July, 2018 in the Pay Band of 15,600 – 39,100 with a basic pay of Rs. 21,600/- (Pay in Pay Band = Rs. 15,600/- + AGP of Rs. 6,000/-) with 50% DA and 30% HRA per month on the following terms and conditions.

Your services will be governed by the provisions of the Maharashtra Universities' Act 1994 and the Statutes, Ordinances, Regulations and the Rules of the University for the time being in force and as will be amended from time to time and the rules of the Governing Council of this college not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

This appointment is further subject to the following conditions: -


1. The appointment will be effective from the date of your joining.
2. This appointment is on an **ad-hoc** basis until **30/06/2019** from the date of joining at the end of which it shall stand terminated automatically without any notice. It is also subject to the approval of the University of Mumbai.
3. During this period, if your services are not found suitable your services can be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.
4. "In the event you desire to leave the services of this Institute, before the expiry of period, then it should be,
 - a. at the end of an academic term, in the interest of the students and in order to prevent the disruption of academic and related activities,
 - b. upon completion of all instructional and term work requirements, to the satisfaction of Principal and Director and upon handing over charge to the Principal / Director or any person duly designated / notified by them and only after giving one calendar months' notice in writing.





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(Roman Catholic Christian Minority Educational Institute)

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Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfeedu@sfitengg.org Website: sfitengg.org

Ref:

Date:

- c. During the notice period of one month your physical attendance is required. In other words, you must serve the Institute for the entire notice period after your resignation is accepted. In case of default on your part for giving the required notice, the authorities may not only claim from you an amount not exceeding the salary for the required notice period but also shall be at liberty to refrain from issuing any certificate including a service certificate.
5. In case you accept the appointment, you shall have to submit discharge certificate (s) from your present employer (s), if any, and Passing Certificate / mark sheets of Bachelors and Masters degrees, (in original and one attested copy) and six passport size photographs to the college office. The Original certificate will be retained with the college till the completion of your adhoc appointment period.
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 8. In the event you are required to attend the College on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
 9. The appointment is a full time one and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, Private Coaching / Tuitions and / or such other outside work either with or without remuneration, without the express sanction of the college authorities.
 10. You will be paid your salary through the Catholic Syrian Bank, with the help of the College Office; you will have to open your individual account.
 11. SFIT Staff Service Rules as well as new Staff Induction Manual are available on college website www.sfitengg.org. You may kindly approach office administration for pass word for Staff Service Rules. You are expected to read and understand both the above documents and familiarize yourself with SFIT culture.
 12. The College authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.


Yours faithfully,


Director

Accepted
Date
5/7/18

2/2

All the programs at UG level are NBA Accredited
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PRINCIPAL
St. Francis Institute
Of Technology (Engg-College)
Mount Poincur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.



ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

P. B. No. 8456, Mt. Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103.
Tel.: 28908585 / 28928585 Fax : 28954787 E-mail : sfedu@sfit.ac.in Website : www.sfit.ac.in

Ref:

Date :

14/06/2019

To
Mr. Alister Noel Dsouza,
403 Kanchan,
Holy Cross Road, I.C. Colony,
Borivali (W), Mumbai - 400103
Email: alister0524@gmail
Mb: 9769236750

Dear Mr. Alister D'Souza,

With reference to your application dated 21/05/2019 for Ad-hoc engagement as Assistant Professor against the vacant post of Associate Professor in the Electronics & Telecommunication Engineering department and the subsequent interview held on 11/06/2019, this is to inform you that your services are engaged on purely Ad-hoc basis in our institute, on the following terms and conditions:

1. Designation: **Assistant Professor**
2. Branch/Department: **Electronics & Telecommunication Engineering**
3. Nature of vacancy: **Ad-hoc against vacant post of Associate Professor**
4. Period of engagement: **From 04/07/2019 to 30/06/2020 or till new selected incumbent for vacant higher post joins the duty, whichever earlier.**
5. Remuneration: **Rs. 42,000/-** consolidated per month for pro-rata attendance.

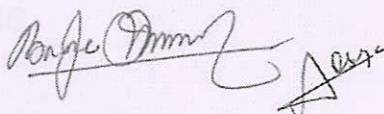
Your services will be governed by the provisions of the Maharashtra public Universities Act 2016 and the Statutes, Ordinances, Regulations and the Rules of the University for the time being in force and as will be amended from time to time and the rules of the Governing Council of this college not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

This engagement is further subject to the following conditions: -

1. This engagement will be effective from the date of your joining the institute till 30/06/2020, at the end of which it shall end automatically without any notice.
2. All sanctioned posts in the cadre of Assistant Professor are filled up and there is no vacancy. This engagement is purely temporary on an ad-hoc basis as a stop gap measure to avoid academic loss for students, only because suitable candidate is not available for the post of Associate Professor.
3. During the period of ad-hoc engagement, if your services are not found suitable, they can be ended at any time without mentioning any reason by giving notice of one month or in lieu of notice one month's remuneration.
4. "In the event you desire to leave the engagement in the Institute, before the expiry of engagement period, then in addition to notice of month, it should be,
 - a. at the end of semester/term, in the interest of the students and in order to prevent the disruption of academic and related activities,

Two programs at UG level are NBA Accredited
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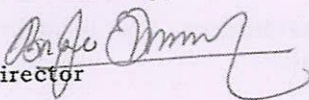
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Date :

- b. During the notice period of one month your physical attendance is required. In other words, you must serve the Institute for the entire notice period after your resignation is accepted. In case of default on your part for giving the required notice, the authorities may not only claim from you an amount not exceeding the remuneration for the required notice period but also shall be at liberty to refrain from issuing any certificate including a service certificate.
5. In case you accept this ad-hoc engagement, you shall have to submit discharge certificate (s) from your present employer (s), if any, and Passing Certificate / mark sheets of Bachelors and Masters degrees, (in original and one attested copy) and six passport size photographs to the college office. The Original certificates will be retained with the college for verification and will be returned to you in due course after you join the college.
 6. During this period of your ad-hoc engagement you will be granted 8 (eight) days all inclusive leave on pro-rata basis. However, you cannot take this leave for more than 4 days at a time. It may be either prefixed or suffixed with holidays/weekly off provided the total period of absence including the holidays/closed days and weekly off doesn't exceed four days at one time.
 7. You shall carry out academic, developmental, departmental and college administrative and such other duties as will be assigned to you by your superiors, from time to time.
 8. You shall be required to attend staff developmental programmes / special lectures etc. whenever organised by the college authorities either within the college or in an outside institution.
 9. In the event you are required to attend the college on institutional holidays for duties related to your engagement i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
 10. This engagement is for full time and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, private coaching / tuitions and / or such other outside work either with or without remuneration, without the express permission in writing from the college authorities.
 11. You will be paid your monthly remuneration through the Catholic Syrian Bank. You will be assisted by the college office to open your individual account in the above mentioned bank in the Borivli (West) branch.
 12. SFIT Staff Service Rules as well as new Staff Induction Manual are available on college website www.sfit.ac.in. You are expected to read and familiarize yourself before joining the institute.
 13. The College authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this engagement including remuneration, which if and when modified, altered or rectified shall be binding on you.

Yours faithfully,

Director



59
PRINCIPAL

St. Francis Institute
Of Technology (Engg-College)
Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.

Two programs at UG level are NBA Accredited
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Accepted
Assy
15/6/19

Am

ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

P.B. No. 8456, Mount Poinsur, S.V.P. Road, Borivli (West), Mumbai - 400 103

Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref:

Date:

10/07/2017

To
Ms. Monika Pal,
Bldg - 4, Wing -2, Flat - 206,
Maharashtra Police Co-operative Housing Federation,
Gate - 8, Malwani, Opposite Kala Vidyalaya,
Malad - West, Mumbai - 400095
Mob: 9820612589
Email: mp.260368@gmail.com

Dear Ms. Monika Pal,

With reference to your application dated 19/04/2017 and the subsequent interview, this is to inform you that, you are hereby appointed to the full-time post of "Assistant Professor" in the 'Information Technology Department' of our College with effect from 11th July, 2017 in the Pay Band of 15,600 - 39,100 with a basic pay of Rs. 21,600/- (Pay in Pay Band = Rs. 15,600/- + AGP of Rs. 6,000/-) with 50% DA and 30% HRA per month on the following terms and conditions.

Your services will be governed by the provisions of the Maharashtra Universities' Act 1994 and the Statutes, Ordinances, Regulations and the Rules of the University for the time being in force and as will be amended from time to time and the rules of the Governing Council of this college not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

This appointment is further subject to the following conditions: -

1. The appointment will be effective from the date of your joining.
2. This appointment is on an **ad-hoc** basis until **30/06/2018** from the date of joining at the end of which it shall stand terminated automatically without any notice. It is also subject to the approval of the University of Mumbai.
3. During this period, if your services are not found suitable your services can be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.
4. "In the event you desire to leave the services of this Institute, before the expiry of period, then it should be,
 - a. at the end of an academic term, in the interest of the students and in order to prevent the disruption of academic and related activities,
 - b. upon completion of all instructional and term work requirements, to the satisfaction of Principal and Director and upon handing over charge to the Principal / Director or any person duly designated / notified by them and only after giving one calendar months' notice in writing.
 - c. During the notice period of one month your physical attendance is required. In other words, you must serve the Institute for the entire notice period after your resignation is accepted. In case of default on your part for giving the required notice, the authorities may not only claim from you an amount not exceeding the salary for the required notice period but also shall be at liberty to refrain from issuing any certificate including a service certificate.

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(Roman Catholic Christian Minority Educational Institute)

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Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

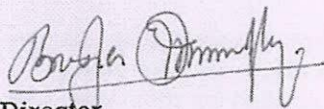
Date:

Ref:

5. In case you accept the appointment, you shall have to submit discharge certificate (s) from your present employer (s), if any, and Passing Certificate / mark sheets of Bachelors and Masters degrees, (in original and one attested copy) and six passport size photographs to the college office. The Original certificate will be retained with the college till the completion of your adhoc appointment period.
6. You shall carry out academic, developmental, departmental and College administrative and such other duties as will be assigned to you by your superiors, from time to time.
7. You shall be required to attend staff developmental programmes / special lectures etc. whenever organised by the college authorities either within the college or in an outside institution.
8. In the event you are required to attend the College on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
9. The appointment is a full time one and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, Private Coaching / Tuitions and / or such other outside work either with or without remuneration, without the express sanction of the college authorities.
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11. SFIT Staff Service Rules as well as new Staff Induction Manual are available on college website www.sfitengg.org. You may kindly approach office administration for pass word for Staff Service Rules. You are expected to read and understand both the above documents and familiarize yourself with SFIT culture.
12. The College authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.

Yours faithfully,

Director



Accepted

Principal

St. Francis Institute
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Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.

2/2



ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

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P.B. No. 8456, Mount Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103

Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref:

Date:
08/06/2018

To
Ms. Monika Pal,
Bldg - 4, Wing -2, Flat - 206,
Maharashtra Police Co-operative Housing Federation,
Gate - 8, Malwani, Opposite Kala Vidyalaya,
Malad - West, Mumbai - 400095
Mob: 9820612589
Email: mp.260368@gmail.com

Dear Ms. Monika Pal,

With reference to your application dated 17/06/2018 and the subsequent interview, this is to inform you that, you are hereby appointed to the full-time post of "Assistant Professor" in the 'Information Technology Department' of our College with effect from 05th July, 2018 in the Pay Band of 15,600 - 39,100 with a basic pay of Rs. 21,600/- (Pay in Pay Band = Rs. 15,600/- + AGP of Rs. 6,000/-) with 50% DA and 30% HRA and a special pay of Rs. 1,000/- per month on the following terms and conditions.

Your services will be governed by the provisions of the Maharashtra Universities' Act 1994 and the Statutes, Ordinances, Regulations and the Rules of the University for the time being in force and as will be amended from time to time and the rules of the Governing Council of this college not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

This appointment is further subject to the following conditions: -

1. The appointment will be effective from the date of your joining.
2. This appointment is on an **ad-hoc** basis until **30/06/2019** from the date of joining at the end of which it shall stand terminated automatically without any notice. It is also subject to the approval of the University of Mumbai.
3. During this period, if your services are not found suitable your services can be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.
4. "In the event you desire to leave the services of this Institute, before the expiry of period, then it should be,
 - a. at the end of an academic term, in the interest of the students and in order to prevent the disruption of academic and related activities,
 - b. upon completion of all instructional and term work requirements, to the satisfaction of Principal and Director and upon handing over charge to the Principal / Director or any person duly designated / notified by them and only after giving one calendar months' notice in writing.
 - c. During the notice period of one month your physical attendance is required. In other words, you must serve the Institute for the entire notice period after your resignation is accepted. In case of default on your part for giving the required notice, the authorities may not only claim from you an amount not exceeding the salary for the required notice period but also shall be at liberty to refrain from issuing any certificate including a service certificate.

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Monika Pal.



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(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

P.B. No. 8456, Mount Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103

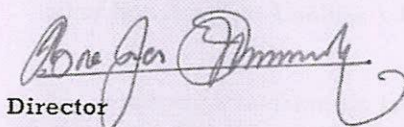
Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfeedu@sfitengg.org Website: sfitengg.org

Ref:

Date:


5. In case you accept the appointment, you shall have to submit discharge certificate (s) from your present employer (s), if any, and Passing Certificate / mark sheets of Bachelors and Masters degrees, (in original and one attested copy) and six passport size photographs to the college office. The Original certificate will be retained with the college till the completion of your adhoc appointment period.
6. You shall carry out academic, developmental, departmental and College administrative and such other duties as will be assigned to you by your superiors, from time to time.
7. You shall be required to attend staff developmental programmes / special lectures etc. whenever organised by the college authorities either within the college or in an outside institution.
8. In the event you are required to attend the College on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
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Yours faithfully,


Director

Accepted.
N.P./
18/06/2018

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2/2
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Ref:

Date: 14/06/2019

To
Ms. Monika Pal,
Bldg - 4, Wing -2, Flat - 206,
Maharashtra Police Co-operative Housing Federation,
Gate - 8, Malwani, Opposite Kala Vidyalaya,
Malad - West, Mumbai - 400095
Mob: 9820612589
Email: mp.260368@gmail.com

Dear Ms. Monika Pal,

With reference to your application dated 20/05/2019 for Ad-hoc engagement as Assistant Professor against the vacant post of Associate Professor in the Information Technology department and the subsequent interview held on 12/06/2019, this is to inform you that your services are engaged on purely Ad-hoc basis in our institute, on the following terms and conditions:

1. Designation: **Assistant Professor**
2. Branch/Department: **Information Technology**
3. Nature of vacancy: **Ad-hoc against vacant post of Associate Professor**
4. Period of engagement: **From 04/07/2019 to 30/06/2020 or till new selected incumbent for vacant higher post joins the duty, whichever earlier.**
5. Remuneration: **Rs. 43,000/-** consolidated per month for pro-rata attendance.

Your services will be governed by the provisions of the Maharashtra public Universities Act 2016 and the Statutes, Ordinances, Regulations and the Rules of the University for the time being in force and as will be amended from time to time and the rules of the Governing Council of this college not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

This engagement is further subject to the following conditions: -

1. This engagement will be effective from the date of your joining the institute till 30/06/2020, at the end of which it shall end automatically without any notice.
2. All sanctioned posts in the cadre of Assistant Professor are filled up and there is no vacancy. This engagement is purely temporary on an ad-hoc basis as a stop gap measure to avoid academic loss for students, only because suitable candidate is not available for the post of Associate Professor.
3. During the period of ad-hoc engagement, if your services are not found suitable, they can be ended at any time without mentioning any reason by giving notice of one month or in lieu of notice one month's remuneration.
4. "In the event you desire to leave the engagement in the Institute, before the expiry of engagement period, then in addition to notice of month, it should be,
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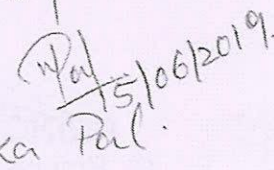
- b. During the notice period of one month your physical attendance is required. In other words, you must serve the Institute for the entire notice period after your resignation is accepted. In case of default on your part for giving the required notice, the authorities may not only claim from you an amount not exceeding the remuneration for the required notice period but also shall be at liberty to refrain from issuing any certificate including a service certificate.
5. In case you accept this ad-hoc engagement, you shall have to submit discharge certificate (s) from your present employer (s), if any, and Passing Certificate / mark sheets of Bachelors and Masters degrees, (in original and one attested copy) and six passport size photographs to the college office. The Original certificates will be retained with the college for verification and will be returned to you in due course after you join the college.
6. During this period of your ad-hoc engagement you will be granted 8 (eight) days all inclusive leave on pro-rata basis. However, you cannot take this leave for more than 4 days at a time. It may be either prefixed or suffixed with holidays/weekly off provided the total period of absence including the holidays/closed days and weekly off doesn't exceed four days at one time.
7. You shall carry out academic, developmental, departmental and college administrative and such other duties as will be assigned to you by your superiors, from time to time.
8. You shall be required to attend staff developmental programmes / special lectures etc. whenever organised by the college authorities either within the college or in an outside institution.
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10. This engagement is for full time and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, private coaching / tuitions and / or such other outside work either with or without remuneration, without the express permission in writing from the college authorities.
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Yours faithfully,


Director

Ans


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St. Francis Institute
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Borivli (West), Mumbai - 400 103.

Accepted

15/06/2019
Monika Paul.



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(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

P. B. No. 8456, Mt. Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103.
Tel.: 28908585 / 28928585 Fax : 28954787 E-mail : sfedu@sfit.ac.in Website : www.sfit.ac.in

Ref:

Date :
13/01/2021

To
Ms. Monika Pal,
Bldg - 4, Wing -2, Flat - 206,
Maharashtra Police Co-operative Housing Federation,
Gate - 8, Malwani, Opposite Kala Vidyalaya,
Malad - West, Mumbai - 400095
Mob: 9820612589
Email: mp.260368@gmail.com

Dear Ms. Monika Pal,

With reference to your application dated 13/01/2021 for Ad-hoc engagement as Assistant Professor against the vacant post of Associate Professor in the Information Technology department and the subsequent interview held on 13/01/2021, this is to inform you that your services are engaged on purely Ad-hoc basis in our institute, on the following terms and conditions:

1. Designation: **Assistant Professor**
2. Branch/Department: **Information Technology**
3. Nature of vacancy: **Ad-hoc against vacant post of Associate Professor**
4. Period of engagement: **From 25/01/2021 to 30/06/2021 or till new selected incumbent for vacant higher post joins the duty, whichever earlier.**
5. Remuneration: **Rs. 28,000/-** consolidated per month for pro-rata attendance.

Your services will be governed by the provisions of the Maharashtra public Universities Act 2016 and the Statutes, Ordinances, Regulations and the Rules of the University for the time being in force and as will be amended from time to time and the rules of the Governing Council of this college not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

This engagement is further subject to the following conditions: -

1. This engagement will be effective from the date of your joining the institute till 30/06/2021, at the end of which it shall end automatically without any notice.
2. All sanctioned posts in the cadre of Assistant Professor are filled up and there is no vacancy. This engagement is purely temporary on an ad-hoc basis as a stop gap measure to avoid academic loss for students, only because suitable candidate is not available for the post of Associate Professor.
3. During the period of ad-hoc engagement, if your services are not found suitable, they can be ended at any time without mentioning any reason by giving notice of one month or in lieu of notice one month's remuneration.
4. "In the event you desire to leave the engagement in the Institute, before the expiry of engagement period, then in addition to notice of month, it should be,

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(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

P. B. No. 8456, Mt. Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103.

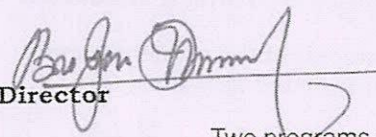
Tel.: 28908585 / 28928585 Fax : 28954787 E-mail : sfedu@sfit.ac.in Website : www.sfit.ac.in

Ref:

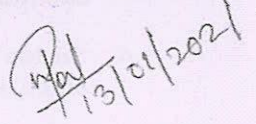
Date :


- b. During the notice period of one month your physical attendance is required. In other words, you must serve the Institute for the entire notice period after your resignation is accepted. In case of default on your part for giving the required notice, the authorities may not only claim from you an amount not exceeding the remuneration for the required notice period but also shall be at liberty to refrain from issuing any certificate including a service certificate.
5. In case you accept this ad-hoc engagement, you shall have to submit discharge certificate (s) from your present employer (s), if any, and Passing Certificate / mark sheets of Bachelors and Masters degrees, (in original and one attested copy) and six passport size photographs to the college office. The Original certificates will be retained with the college for verification and will be returned to you in due course after you join the college.
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7. You shall carry out academic, developmental, departmental and college administrative and such other duties as will be assigned to you by your superiors, from time to time.
8. You shall be required to attend staff developmental programmes / special lectures etc. whenever organised by the college authorities either within the college or in an outside institution.
9. In the event you are required to attend the college on institutional holidays for duties related to your engagement i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc., you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
10. This engagement is for full time and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, private coaching / tuitions and / or such other outside work either with or without remuneration, without the express permission in writing from the college authorities.
11. You will be paid your monthly remuneration through the Catholic Syrian Bank. You will be assisted by the college office to open your individual account in the above mentioned bank in the Borivli (West) branch.
12. SFIT Staff Service Rules as well as new Staff Induction Manual are available on college website www.sfit.ac.in . You are expected to read and familiarize yourself before joining the institute.
13. The College authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this engagement including remuneration, which if and when modified, altered or rectified shall be binding on you.

Yours faithfully,


Director

Two programs at UG level are NBA Accredited
(ISO - 9001:2015 CERTIFIED)


Accepted.


PRINCIPAL
St. Francis Institute
Of Technology (Engg-College)
Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 10

4/2



ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

P. B. No. 8456, Mt. Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103.
Tel.: 28908585 / 28928585 Fax : 28954787 E-mail : sfedu@sfit.ac.in Website : www.sfit.ac.in

Ref:

Date :
23/02/2021

To
Ms. Monika Pal,
Bldg - 4, Wing -2, Flat - 206,
Maharashtra Police Co-operative Housing Federation,
Gate - 8, Malwani, Opposite Kala Vidyalaya,
Malad - West, Mumbai - 400095
Mob: 9820612589
Email: mp.260368@gmail.com

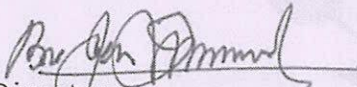
Dear Ms. Monika Pal,


This has reference to our letter dated 13/01/2021, engaging your services as Assistant Professor in the Information Technology Department till 30/06/2021.

We are pleased to inform you that your remuneration will be increased to Rs. 43,000/- per month with effect from 1st March, 2021.

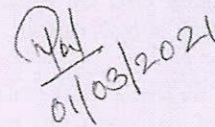
All other terms and conditions of your engagement remain unchanged.

Yours faithfully,


Director


PRINCIPAL
St. Francis Institute
Of Technology (Engg-College)
Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.

TRUE COPY


01/03/2021

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Tel.: 28908585 / 28928585 Fax : 28954787 E-mail : sfedu@sfit.ac.in Website : www.sfit.ac.in

Ref:

Date 30/06/2021

To
Ms. Monika Pal,
Bldg - 4, Wing -2, Flat - 206,
Maharashtra Police Co-operative Housing Federation,
Gate - 8, Malwani, Opposite Kala Vidyalaya,
Malad - West, Mumbai - 400095
Mob: 9820612589
Email: mp.260368@gmail.com

Dear Ms. Monika Pal,

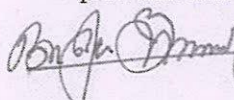
With reference to your application dated 25/06/2021 for Ad-hoc engagement as Assistant Professor against the vacant post of Associate Professor in the Information Technology department and the subsequent interview held, this is to inform you that your services are engaged on purely Ad-hoc basis in our institute, on the following terms and conditions:


1. Designation: **Assistant Professor**
2. Branch/Department: **Information Technology**
3. Nature of vacancy: **Ad-hoc against vacant post of Associate Professor**
4. Period of engagement: **From 05/07/2021 to 30/06/2022 or till new selected incumbent for vacant higher post joins the duty, whichever earlier.**
5. Remuneration: **Rs. 43,000/-** consolidated per month for pro-rata attendance.

Your services will be governed by the provisions of the Maharashtra public Universities Act 2016 and the Statutes, Ordinances, Regulations and the Rules of the University for the time being in force and as will be amended from time to time and the rules of the Governing Council of this college not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

This engagement is further subject to the following conditions: -

1. This engagement will be effective from the date of your joining the institute till 30/06/2022, at the end of which it shall end automatically without any notice.
2. All sanctioned posts in the cadre of Assistant Professor are filled up and there is no vacancy. This engagement is purely temporary on an ad-hoc basis as a stop gap measure to avoid academic loss for students, only because suitable candidate is not available for the post of Associate Professor.
3. During the period of ad-hoc engagement, if your services are not found suitable, they can be ended at any time without mentioning any reason by giving notice of one month or in lieu of notice one month's remuneration.
4. "In the event you desire to leave the engagement in the Institute, before the expiry of engagement period, then in addition to notice of month, it should be,
 - a. at the end of semester/term, in the interest of the students and in order to prevent the disruption of academic and related activities,

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Yours faithfully,

Director

PRINCIPAL

St. Francis Institute

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S.V.P. Road,
Borivli (West), Mumbai - 400 103.

Accepted
Wd
29/11/2021

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