Ref: NAAC 2024/ MLD/Cr-2.4.1 Date-05/04/2024

Criteria 2.4.1	**Percentage of full-time teachers against sanctioned posts during the last five years**
Findings of DVV	HEI to provide the supporting documents as per NAAC SOP; HEI to provide the sanction letter from Pune University Senate / syndicate governing council / dean (colleges) for the metric 2.4.1
Response/ Clarification	1. As per the clarification, letter from Governing Council showing sanctioned teachers posts to filled post are highlighted for teachers in last five years. **(Appendix I)** 2. Appointment letter of all full time teachers as per NAAC SOP are attached **(Appendix II)**

Dattakala Group of Institutions Swami-Chincholi Tal. Daund Dist. Pune

Director
Dattakala Group of Institutions
Swami-Chincholi, Tal Daund
Dist.-Puno. Pin - 413 130

Appendix I

To Whomsoever It May Concern

This is to declare that, below are the full time teachers sanctioned post and against it the teachers appointed as per Savitribai Phule Pune University (SPPU) & All India Council for Technical Education (AICTE).

Sr. No.	Academic Year	Teachers Sanctioned Post	Teachers Appointed
1	2017 - 18	22	22
2	2018 - 19	46	45
3	2019 - 20	29	28
4	2020 - 21	34	33
5	2021 - 22	24	23

SECRETARY
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.

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Appendix II

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/01 **Date: 01/06/2018**

Appointment Order

To,

Birajdar Swati Ankushrao

Kasaba,Jamdar Road,Mukti Township Phase-II, Building G-I,Room No.104, Tal-Baramati

Dist-Pune 413102

Dear Sir / Madam,

With reference to your personal interview conducted on 19/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Civil Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Swati

DATTAKALA SHIKSHAN SANSTHA Regd. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI-CHINCHOLI, TAL:- DAUND, DIST.-PUNE

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2008 SWAMI CHINCHOLI, TAL.: DAUND, DIST.: PUNE

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16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Seejeet

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Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * DIST-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p-Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee Sweati

Place: Swami Chincholi

Date: 01/06/2018

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21300/PUNE/1
DL. 06/12/2005
SWAMI CHINCHOLI, TAL.- DAUND, DIST.- PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Sweati

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Swati

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DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/02 **Date: 01/06/2018**

Appointment Order

To,

Madane Tai Abaso

A/p-Geetashekhar Appartment Hariprupanagar, Tal-Baramati

Dist-Pune 413102

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Madane T. A.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee madane T. A.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE *
Reg. No. F-21390/PUNE/ Dt. 08/12/2006

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16. **TERMINATION OF CONTRACT :**
    a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
    b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
    c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
    d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
    e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
    f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.
    g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.
    h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
    i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
    j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
    k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.
18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.
19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA ... Reg. No F-21360/PUNE ... Dt. 06/12/2007 ... CHINCHOLI, TAL.:- DAUND, DIST.:- PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Madane T.A.

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Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Madane T.A.

DATTAKALA SHIKSHAN SANSTHA * SWAMI CHINCHOLI, TAL. DAUND, DIST. PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Dattakala Shikshan Sanstha
Swami Chincholi, Tal.-Daund
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee Madane T.A

Place: Swami Chincholi

Date: 01/06/2018

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/A Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee Madane T. A

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Madane T.A.

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DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/03 **Date: 01/06/2018**

Appointment Order

To,

Phadtare Vivekanand

At-Umbargaon Post-Dighanchi, Tal-Atpadi,

Dist- Sangli 415315

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Mechanical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee Vivek P

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Vivek. P.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI TAL.-DAUND. DIST.-PUNE *
Reg. No. F-21390/PUNE/ Dt 05/12/2006

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16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Vivek. P.

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Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Vivek P.

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * KHER-CHINCHOLI, TAL. DAUND, DIST. PUNE *

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund
Dist. Pune-413 130.
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee Vivek P.

Place: Swami-chincholi

Date: 01/06/2018

I have read, understood & accepted the above terms & conditions

Signature of Appointee Vivek P.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE *
Reg. No. F-21300/PUNE/ Dt. 08/12/2008

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

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DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390 PUNE/ Dt. 08/12/2006 SHIRUR-CHINCHOLI TAL. - DAUND DIST. PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Vivek P.

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DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/104 **Date: 01/06/2018**

Appointment Order

To,

Hole Sarang

A/p-Yeshwantnagar, Tal-Malshiras

Dist-Solapur 413118

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Mechanical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Sarang

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Sarang

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 09/12/2006 SWAMI-CHINCHOLI TAL. DAUND, DIST. PUNE

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16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Sarang

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Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Sarang

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee Sarang.

Place: Swami-Chincholi

Date: 01/06/2018

I have read, understood & accepted the above terms & conditions

Signature of Appointee Sarang.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL. DAUND, DIST. PUNE *
Reg. No. F-21390/PUNE/ Dt. 09/12/2006

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Sarang

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DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/2018-19/05 **Date: 01/06/2018**

Appointment Order

To,

Shende Sachin santosh

A/p- Phondshiras, Tal- Malshiras

Dist-Solapur 413101

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Shende

DATTAKALA SHIKSHAN SANSTHA REG. NO. F-21390/PUNE/ DT. 08/12/2006 SWAMI-CHINCHOLI, TAL:- DAUND, DIST-PUNE

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Shende

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

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16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/200

I have read, understood & accepted the above terms & conditions

Signature of Appointee Shende

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Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

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Signature of Appointee

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You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
PRESIDENT
Dattakala Shikshan Sanstha
DATTAKALA SHIKSHAN SANSTHA
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee Shende

Place: Swami Chincholi

Date: 01/06/2018

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2000 * SWAMI-CHINCHOLI, TAL. - DAUND, DIST. PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Shende

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Shende

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DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19106 **Date: 01/06/2018**

Appointment Order

To,

Hugar Niranjan Shivsharanppa

A/p- Mogla , Tal- Chittapur ,

Kalburgi

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Electical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Hugares

DATTAKALA SHIKSHAN SANSTHA
Reg. No
F-21390/PUNE/
Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Hugaens

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 05/12/2006 SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE

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16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Hugar NS

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Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mugare S

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE * Reg. No. F-21360/PUNE/ Dt. 08/12/2006

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal-Daund
Dist. Pune-413 130.
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/18

Signature of the Employee Hugar N S

Place: Bhigwan

Date: 01/06/2018

DATTAKALA SHIKSHAN SANSTHA Reg. No. P-21350/PUNE Dt. 08/12/2006 SWAMI CHINCHOLI, TAL:- DAUND, DIST:-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Hugar N S

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Hugade NS

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DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/07 **Date: 01/06/2018**

Appointment Order

To,

Rawale Pournima Pradip

Near Nakshatra Garden , Pencil chowk, Tal-Baramati

Dist-Pune 413102

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Electical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Rawale

DATTAKALA SHIKSHAN SANSTHA
Reg. No.
F-21390/PUNE/
Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Pawale

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE *
Reg. No. F-21390/PUNE/ Dt. 08/12/2006

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16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.:- PUNE * Reg. No. F-21390/Pune/ Dt. 05/12/2008

I have read, understood & accepted the above terms & conditions

Signature of Appointee Bawale.

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Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Prawale

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL... DAUND, DIST. PUNE * Reg. No F-21358/PUNE/ Dt. 08/12/2006

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee Prawale

Place: Swami-chincholi

Date: 01/06/2018

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 03/12/2008 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Prawale.

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Pravale

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DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/08 **Date: 01/06/2018**

Appointment Order

To,

Banduke Kiran Vasant

A/p- Mandve, Tal- Malshiras,

Dist-Solapur 413101

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Civil Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee K. Biran

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Kiran

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL :- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

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16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Scanned with ACE Scanner

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee

Place: Swami Chincholi

Date: 01/06/2018

DATTAKALA SHIKSHAN SANSTHA

I have read, understood & accepted the above terms & conditions

Signature of Appointee

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

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DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/09 **Date: 01/06/2018**

Appointment Order

To,

Mugunthan S R

A/p- Swami-Chincholi Tal-Daund

Dist-Pune 413158

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Asscoiate Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL:-DAUND, DIST.-PUNE

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE * Reg. No. ...390/PUNE/ Dt. 08/12/2006

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16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-2139/PUNE/ Dt. 03/12/2006 SHIRUR-CHINCHOLI, TAL :- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee SM

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Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21380/PUNE/ Dt. 03/12/2006 SHIRUR-CHINCHOLI, TAL.- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee SM

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee

Place: Swamichincholi

Date: 01/06/2018

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21309/PUNE/ Dt. 08/12/2008 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

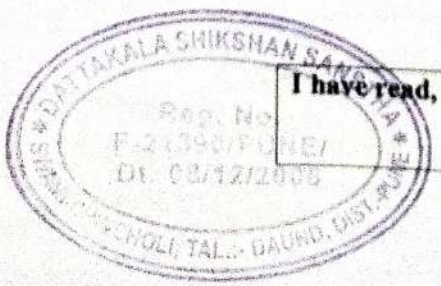
You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.



I have read, understood & accepted the above terms & conditions

Signature of Appointee SM

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DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/2018-19/10 **Date: 01/06/2018**

Appointment Order

To,

Narute Hanumant Balasaheb

A/p- Kazad, Tal-Indapur

Dist-Pune 413104

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Mechanical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Narute

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Akosute H.

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

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16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21380/PUNE/ Dt. 08/12/2006 WANCHOLI, TAL.-BAUNO, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Narute

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Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 PANCHOLI, TAL. - HAVELI, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Sanjeet

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee

Place: Swami-Chincholi

Date: 01/06/2018.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:-DAUND, DIST.:-PUNE * Reg. No. F-21399/PUNE/ Dt. 08/12/2005

I have read, understood & accepted the above terms & conditions

Signature of Appointee

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Nanwate

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DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/11 **Date: 01/06/2018**

Appointment Order

To,

Balmurugan R S

A/p- Swami-Chincholi Tal-Daund

Dist-Pune 413159

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Asscoiate Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee B B

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL :- DAUND, DIST.PUNE *
Reg. No. F-21390/PUNE/ Dt. 08/12/2006

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16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee B (R)

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Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA ... Dist. Pune
Dept. No. F-213 PUNE/ Dt. 08/12/2008
... CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee B (A)

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee B.R.

Place: Swamichincholi

Date: 01/06/2018

I have read, understood & accepted the above terms & conditions

Signature of Appointee B.R.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE *
Reg. No. F-21390/PUNE/ Dt. 08/12/2006

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21330/PUNE/ Dt. 03/12/1996 KHINGOLI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee B.P.

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DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/12 **Date: 01/06/2018**

Appointment Order

To,

Patil Sambhaji Anandrao

A/P-B-401,Moraj River side,Takka,Old Panvel, Tal-Mumbai

Dist-Mumbai 410201

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Principal in E & TC Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Patil

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility ,you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Patil

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21490/PUNE Dt. 06/12/2006 SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE

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16. **TERMINATION OF CONTRACT :**
    a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
    b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
    c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
    d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
    e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
    f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.
    g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.
    h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
    i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
    j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
    k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.
18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.
19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Patil

Scanned with ACE Scanner

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * PIMPALGAON KHADKI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Patil

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee Patil

Place: Swami- Chincholi

Date: 01/06/2018

I have read, understood & accepted the above terms & conditions

Signature of Appointee Patil

DATTAKALA SHIKSHAN SANSTHA
Reg. No.
F-21280/PUNE/
Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Patil

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DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/13 **Date: 01/06/2018**

Appointment Order

To,

Dhaigude Tejashri Mohan

A/p- Nirwagaj, Tal- Baramati

Dist-Pune 413102

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
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    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
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    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.: DAUND, DIST.: PUNE

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Signature of Appointee

16. **TERMINATION OF CONTRACT :**
    a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
    b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
    c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
    d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
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    g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.
    h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
    i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
    j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
    k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.
18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.
19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

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Signature of Appointee

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee

Place: Swami-Chincholi

Date: 01/06/2018

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2005 * TAL. DAUND DIST. PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/124 **Date: 01/06/2018**

Appointment Order

To,

Mhaske Amit

A/p- Awanti Nagar, 2 nd Phase, Tal- Solapur

Dist-Solapur 413001

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Mechanical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mhaske

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 DAUND DIST-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mhaske A

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE *
Reg. No. F-21390/PUNE/ Dt. 09/12/2006

16. **TERMINATION OF CONTRACT :**
    a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
    b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
    c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
    d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
    e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
    f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.
    g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.
    h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
    i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
    j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
    k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.
18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.
19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mhaske

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21398(PUNE) Dt. 08/12/2000 PUNE * NIMGAON-CHINCHOLI, TAL.:- DAUND, DIST.:- PUNE

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mhatre

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * TAUND, DIST-PUNE

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shiksham Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018.

Signature of the Employee

Place:

Date: 01/06/2018

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/
Dt. 08/12/2006
DIST. PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mhasket

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/15 **Date: 01/06/2018**

Appointment Order

To,

Mhaske Pallavi Vilas

A/p- Varwand, Tal-Daund

Dist-Pune 413130

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Applied Science of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Pallavi

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL:- DAUND, DIST:-PUNE *

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms &, conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA * Regd. No F 00/PUNE/ D /12/2006 * L:- DAUND, DIST. PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018.

Signature of the Employee P.V. Mhaske Pallavi

Place: Swami. chincholi

Date: 01/06/2018

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21330/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI TAL.-DAUND DIST.PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Pallavi

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19116 **Date: 01/06/2018**

Appointment Order

To,

Pansare Rajashri Balasaheb

A/p-Kajad, Tal-Indapur,

Dist-Pune 413104

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee RPansare

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI TAL - DAUND, DIST-PUNE * Reg. No. F 1390/PUNE/ Dt. 08/12/2006

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA * SWAMI CHINCHOLI, TAL.:- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee RPansare

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA * CHINCHOLI, TAL.- DAUND, DIST.-PUNE * Reg. No. F-21330/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee Ranade

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami-Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee RPansare

Place: Swami-chincholi

Date: 01/06/2018

I have read, understood & accepted the above terms & conditions

Signature of Appointee RPansare

DATTAKALA SHIKSHAN SANSTHA * SWAMI CHINCHOLI, TAL.-DAUND, DIST.-PUNE * Reg. No F-21390/PUNE/ Dt. 08/12/2006

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 06/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee RPansare

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/17 **Date: 01/06/2018**

Appointment Order

To,

Katyarmal Pooja

A/p- Darwha, Tal-Darwha,

Dist- Yavatmal 445202

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Electical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Pooja

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA * SWAMI CHINCHOLI, TAL.:- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal-Daund,
Dist. Pune-413 130.
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee

Place: Swami-Chincholi

Date: 01/06/2018

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha 'and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/18 **Date: 01/06/2018**

Appointment Order

To,

Dhage Shrikant Narhari

Polt No. 41, Dhanlaxmi Nivas,MIDC Navjyot Mahila Society, Tambengar, Tal-Baramati

Dist-Pune 413102

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Dagade

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI TAL-DAUND DIST-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21350/PUNE Dt. 08/12/2006 NCHOLI TAL. DAUND

I have read, understood & accepted the above terms & conditions

Signature of Appointee Bhagesre

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * NIMGAON-CHINCHOLI, TAL.-DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee Mageshe.

Place:

Date: 01/06/2018

DATTAKALA SHIKSHAN SANSTHA
Reg. No.
F-21196/PUNE/
Dt. 09/12/2006
SWAMI CHINCHOLI, TAL.:- DAUND, DIST.:PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mageshe

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/19 **Date: 01/06/2018**

Appointment Order

To,

Jahagiradar Ramchandra Shrinivas

A/p- Swami-Chincholi Tal-Daund

Dist-Pune 413161

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Asscoiate Professor in Mechanical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL:- DAUND, DIST:-PUNE *

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/ Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL.-DAUND DIST.-PUNE

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ DT. 06/12/2006 TAL. DAUND DIST. PUNE

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee Shrinivas

Place: Swami chincholi

Date: 01/6/2018

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21330/PUNE/ Dt. 08/12/2006
SWAMI-CHINCHOLI TAL - DAUND DIST-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Shrinivas

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390 PUNE/ Dt. 08/12/2006 SHIRAL-CHINCHOLI, TAL... DAUND, DIST. PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Shrinivas

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/20 **Date: 01/06/2018**

Appointment Order

To,

Dhawale Santosh Prakash

A/p. Hingni-Berdi, Tal-Daund

Dist-Pune 413801

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in MBA of Dattakala Faculty Of Management , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Management At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Management** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/ Dt. 08/12/2006
SWAMI CHINCHOLI, TAL :- DAUND, DIST. PUNE

16. **TERMINATION OF CONTRACT :**
    a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
    b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
    c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
    d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
    e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
    f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.
    g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.
    h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
    i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
    j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
    k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.
18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.
19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21360/PUNE/ Dt. 08/12/2006

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal- Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 1/06/2018

Signature of the Employee

Place: Swamichincholi

Date: 1/06/2018

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-2136/PUNE/
Dt. 06/12/2006
SWAMI CHINCHOLI, TAL.- DAUND, DIST. PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/21 **Date: 01/06/2018**

Appointment Order

To,

Shinde Dnyaneshwar Dattatray

A/P - Washimbe, Tal-Karmala

Dist-Solapur 413101

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in MBA of Dattakala Faculty Of Management , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Shinde

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE *

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Management At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Management** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/ Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL-DAUND, DIST-PUNE

16. **TERMINATION OF CONTRACT :**
    a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
    b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
    c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
    d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
    e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
    f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.
    g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.
    h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
    i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
    j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
    k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.
18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.
19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 06/12/2006

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee

Place:

Date: 01/06/2018

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE *
Reg. No. F-21390 PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 06/12/2006 * SHARAD-CHANDOLI, TAL-DAUND, DIST-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/2018-19/122 **Date: 01/06/2018**

Appointment Order

To,

Takale Dattatray Gopal

A/p-Chopadaj, Waki, Tal-Baramati

Dist-Pune 413102

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee D.G. Takale.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee D.Y. Tarale.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI-CHINCHOLI TAL-DAUND DIST-PUNE

16. **TERMINATION OF CONTRACT :**
    a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
    b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
    c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
    d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
    e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
    f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.
    g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.
    h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
    i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
    j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
    k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.
18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.
19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee D.G.Takale.

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee D.G. Pakale

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21790/PUNE/ Dt. 08/12/2006 * SWAMI CHINCHOLI * DAUND, DIST. PUNE *

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee D.G. Pakale

Place:

Date: 01/06/2018

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21300/PUNE/ Dt. 05/12/2003 SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee D.G. Pakale

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee D. G. Patkale.

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/23 **Date: 01/06/2018**

Appointment Order

To,

Pandi M

A/p- Swami-Chincholi Tal-Daund

Dist-Pune 413162

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Asscoiate Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Pandi

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mpandi

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI CHINCHOLI, TAL.: DAUND, DIST.: PUNE

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mamati

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mpandi

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.-DAUND, DIST-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi. Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 1/6/2018

Signature of the Employee Mandli

Place: Swami-chincholi

Date: 1/6/2018

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mandli

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL-DAUND, DIST-PUNE * Reg. No. F-21300/PUNE/ Dt. 06/12/2006

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mpandi

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/2018-19/24 **Date: 01/06/2018**

Appointment Order

To,

Kathale Santosh Suresh

Plot No. 20, Shreeramnagar Bhigwan Road Tal-Baramati

Dist-Pune 413102

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Mechanical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee 3/8

DATTAKALA SHIKSHAN SANSTHA * Reg. No. 21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI TAL.-DAUND, DIST.-PUNE *

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 KHUTBAV-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21280/PUNE/ Dt. 18/12/2006 * SHANKARCHINCHOLI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 1/6/2018

Signature of the Employee

Place: Swami-chincholi

Date: 1/6/2018

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/1
Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL.-DAUND, DIST-PUNE

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/25 **Date: 01/06/2018**

Appointment Order

To,

Magar Nagesh Sadashiv

Plot No. 18 - B - 185 Suryanagari , MIDC, Tal-Baramati

Dist-Pune 413113

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in MBA of Dattakala Faculty Of Management , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Nsmagar

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Management At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Management** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee NSugar

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/ Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.:PUNE

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee NSMagar

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee N B Magar

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21350/PUNE/ Dt. 08/12/2006 * DAUND, DIST.-PUNE *

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund
Dist. Pune-413 130.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2018

Signature of the Employee

Place:

Date: 01/06/2018

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21300/PUNE/ Dt. 08/12/2006
SWAMI CHINCHOLI TAL DAUND DIST PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee NDMagar

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2018-19/26 **Date: 01/06/2018**

Appointment Order

To,

Jeemon Meenu

Helicomia J 301, Phase 1, Magarpatta . Tal-Pune

Dist-Pune

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2018 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Electical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee PJ

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE * Reg. No. F-21398/PUNE/ Dt. 08/12/2006

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA * Regd. No. F-[illegible]/PUNE/ [illegible]/12/2006 * KHORALI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 11/6/2018

Signature of the Employee

Place: Swa

Date: 11/6/2018

DATTAKALA SHIKSHAN SANSTHA * SWAMI CHINCHOLI, TAL. DAUND, DIST. PUNE * Reg. No. F-21390/PUNE/ Dt. 29/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2020-21/01 **Date: 01/06/2020**

Appointment Order

To,

Bhapkar Archana Haribhau

A/P - Manjari, Greenwood, Tal-Haveli

Dist-Pune 413159

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2020 by local staff selection committee, we are pleased to inform that you have been selected as Associate Professor in Applied Science of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee A.H.Bhapkar

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL:- DAUND, DIST:-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee A.H.Bhopkar

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

16. **TERMINATION OF CONTRACT :**
    a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
    b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
    c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
    d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
    e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
    f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.
    g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.
    h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
    i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
    j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
    k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.
18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.
19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee ATBhaptor.

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee AHBhapkar.

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2020

Signature of the Employee A.H.Bhaptar.

Place: Swami- chincholi

Date: 01/06/2020

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 03/12 * SWAMI-CHINCHOLI, TAL.: DAUND, DIST.:

I have read, understood & accepted the above terms & conditions

Signature of Appointee A.H.Bhaptar.

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee A'HBhaptar.

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2020-21/02 **Date: 01/06/2020**

Appointment Order

To,

Bhosale Shivaji Subhash

A/P:-Flat No-5 Jai Shriram Apartment Suryanagari Baramati, Tal-Baramati

Dist-Pune 413102

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2020 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Electical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Bhosale

DATTAKALA SHIKSHAN SANSTHA * Reg. No. 21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL-DAUND, DIST-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Bhosale

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL... DAUND, DIST. PUNE *

Reg. No. F-21300/PUNE/ Dt. 9/12/2005

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Bhosale

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Saustha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 1/06/2020

Signature of the Employee _____

Place: - Swami-Chincholi

Date: 1/06/2020.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL - DAUND, DIST-PUNE * Reg. No. F-21330/PUNE/ Dt. 09/12/2009

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2020-21103 **Date: 01/06/2020**

Appointment Order

To,

Arajpure Vithal Gulabrao

PLOT NO. 29. SURBHI APPTT., MODERN HO. SOCIETY, BEHIND APURVA TOWER, CHATRAPATI NAGAR , NAGPUR-15

NAGPUR-15 440010

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2020 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Mechanical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote

I have read, understood & accepted the above terms & conditions

Signature of Appointee Arajpure

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI CHINCHOLI TAL. DAUND DIST. PUNE

your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Arojpure

DATTAKALA SHIKSHAN SANSTHA Regd. No. F-21300/PUNE/ Dt. 08/12/2004 SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.:PUNE

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Arajapur

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Anjpure

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * PRINCIPAL * DIST-PUNE *

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/08/2020

Signature of the Employee Aragpure

Place: Swamichincholi

Date: 01/08/2020

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21992/PUNE/1
Dt. 08/12/2008
SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Aragpure

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Anupur

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/
Dt. 08/12/2008
KHOLI, TAL.:- DAUND, DIST.-PUNE

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2020-21/104 **Date: 02/07/2020**

Appointment Order

To,

Shendage Abhijit Balasaheb

348,Sadgurunagar,Patas Road, Tal-Daund

Dist-Pune 413130

Dear Sir / Madam,

With reference to your personal interview conducted on 01/07/2020 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Civil Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE *
Reg. No. F-21390/PUNE/ Dt. 08/12/2006

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
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    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL-DAUND, DIST-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2008 * SHIRAPGAON KAMTHOLI, TAL.:- DAUND, DIST.-PUNE

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 06/12/2006 * SWAMI CHINCHOLI, TAL.- DAUND, DIST.-PUNE

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 02/07/2020

Signature of the Employee

Place: Swami-chincholi.

Date: 02/07/2020

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

DATTAKALA SHIKSHAN SANSTHA * SHIRAL-CHINCHOLI, TAL.:- DAUND, DIST.:PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2020-21/05 **Date: 01/06/2020**

Appointment Order

To,

Kadam Swati Amol

Gunware wasti, Swami chincholi, Tal-Daund

Dist-Pune 413130

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2020 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee S. A. Kadam

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL. DAUND, DIST. PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee S.A. Kadam

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND. DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee S. A. Kadam

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee S.A. Kadam

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/
Dt. 09/12/2003

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2020

Signature of the Employee S.A. Kadam

Place: Swami Chincholi

Date: 01/06/2020

I have read, understood & accepted the above terms & conditions

Signature of Appointee S.A. Kadam

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

DATTAKALA SHIKSHAN SANSTHA SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee S.A. Kadam

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2020-21106 **Date: 02/10/2020**

Appointment Order

To,

Sharma Kamalkishor Mulchand

Ramban Heritage,F-44,Jadhavwadi Tal-Phaltan

Dist-Satara 415523

Dear Sir / Madam,

With reference to your personal interview conducted on 30/09/2020 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Civil Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI-CHINCHOLI, TAL - DAUND DIST. PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21330/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL :- DAUND, DIST. PUNE

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21330/PUNE/ Dt. 08/12/2006 * WADAKI CHINCHOLI, TAL :- DAUND, DIST :- PUNE

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be _____

Signature of the Employee _____

Place:

Date:

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/2020-21|07 **Date: 01/06/2020**

Appointment Order

To,

Mahadik Snehal Shrikant

A/P - Baramati, Tal-Daund

Dist-Pune 413102

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2020 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in E&TC Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Snehal

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Gonchal

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND. DIST.-PUNE

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Shend

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Shefali

DATTAKALA SHIKSHAN SANSTHA * SHIRAPUR-CHINCHOLI, TAL.:- DAUND, DIST.:-PUNE * Reg. No. F-21330/PUNE/ Dt. 08/12/2006

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2020

Signature of the Employee Snehal

Place: Swami-Chincholi

Date: 01/06/2020

I have read, understood & accepted the above terms & conditions

Signature of Appointee Snehal

DATTAKALA SHIKSHAN SANSTHA
Reg. No F-21390/PUNE/ Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Snehal

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2020-21/08 **Date: 01/06/2020**

Appointment Order

To,

Tamboli Madina Shahajan

A/P:-Katraj, Tal-Karmala

Dist-Solapur 413203

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2020 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Electical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Gtambali

DATTAKALA SHIKSHAN SANSTHA ... REG. NO. ... PUNE/ ... DT. 08/12/2006 ... SWAMI CHINCHOLI TAL DAUND

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/ Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
PRESIDENT
Dattakala Shikshan Sanstha
DATTAKALA SHIKSHAN SANSTHA
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2020

Signature of the Employee

Place:

Date: 01/06/2020.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL...

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2020-21/09 **Date: 01/06/2020**

Appointment Order

To,

Sawai Nandkishor Marutrao

186, Bajar Nagar, Tal-Nagpur

Dist-Nagpur 440010

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2020 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Mechanical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI-CHINCHOLI, TAL

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA
Reg. No.
F-21390/PUNE/
Dt. 08/12/2008
SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/ Dt. 08/12/2006
SHIRUR-GHODNADI, TAL.-HAVELI, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal-Daund
Dist. Pune-413 130.
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 1/6/2020

Signature of the Employee

Place: Swami Chincholi

Date: 1/6/2020

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI CHINCHOLI, TAL.:- DAUND, DIST.:PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/2020-21/10 **Date: 01/06/2020**

Appointment Order

To,

Avchat Harish Sunil

A/p- Kedgaon, Tal-Daund

Dist-Pune 412203

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2020 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Electical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Avchat

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL - DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Avchat

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2005

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Avchat

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * GHODEGAON, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Archat

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 1/6/2020

Signature of the Employee Avchat

Place: Swami-chincholi

Date: 1/6/2020

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/ Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Avchat

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

DATTAKALA SHIKSHAN SANSTHA * REG. NO. F-21388/PUNE/ Dt. 05/12/2006 URALI CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Arehat

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2020-21/ 11 **Date: 01/06/2020**

Appointment Order

To,

Deokate Vasudha Balaso

A/p- Nirawagaj, Tal- Baramati

Dist-Pune 413102

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2020 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee VPDeokate

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL :- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee VBDeokate

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:-DAUND, DIST.:-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL:- DAUND, DIST.-PUNE * Reg. No. F-21330/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee VBDeokate

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Bpookate

DATTAKALA SHIKSHAN SANSTHA * PUNE * SHANKI-CHINCHOLI

Reg. No. F-21390/PUNE/ Dt. 02/12/2006

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal-Daund
Dist. Pune-413 130.
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2020

Signature of the Employee VBpeokate

Place: Swami chincholi.

Date: 01/06/2020

DATTAKALA SHIKSHAN SANSTHA
Reg. No.
F-21399/PUNE/
Dt. 03/12/2008

I have read, understood & accepted the above terms & conditions

Signature of Appointee VBpeokate

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Nbreekate

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2021-22/01 **Date: 01/06/2021**

Appointment Order

To,

Salunkhe Shrikant Dadasaheb

At- Jaradwadi, Post- Undawadi (KP), Tal- Baramati

Dist-Pune 413102

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2021 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in MCA of Dattakala Faculty Of Computer Application , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Computer Application At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Computer Application** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/ Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL :- DAUND, DIST.-PUNE

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16. **TERMINATION OF CONTRACT :**
    a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
    b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
    c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
    d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
    e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
    f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.
    g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.
    h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
    i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
    j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
    k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.
18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.
19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Scanned with OKEN Scanner

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Scanned with OKEN Scanner

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2021

Signature of the Employee

Place: Swami chincholi

Date: 01/06/2021

I have read, understood & accepted the above terms & conditions

Signature of Appointee

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

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DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2021-22/02 **Date: 01/06/2021**

Appointment Order

To,

Keste Appasaheb Addappa

A/P - Hadapsar Tal-Pune

Dist-Pune

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2021 by local staff selection committee, we are pleased to inform that you have been selected as Professor in Mechanical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI CHINCHOLI, TAL.: DAUND, DIST.: PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

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16. **TERMINATION OF CONTRACT :**
    a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
    b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
    c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
    d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
    e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
    f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.
    g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.
    h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
    i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
    j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
    k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.
18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.
19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Akhil

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Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Allue

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2021

Signature of the Employee Alhe

Place: Swami-Chincholi

Date: 01/06/2021

DATTAKALA SHIKSHAN SANSTHA

I have read, understood & accepted the above terms & conditions

Signature of Appointee Alhe

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2021-22/03 **Date: 01/06/2021**

Appointment Order

To,

Bhange Rajani Rahul

A/p- Washimbe Tal-Karmala

Dist-Solapur

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2021 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee RBhange

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21396/PUNE Dt. 08/12/2006 SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee R Bhange

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16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Rohenge

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Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA

I have read, understood & accepted the above terms & conditions

Signature of Appointee Rbhange

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune 413 130.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2021

Signature of the Employee RBhange

Place: Swami Chincholi

Date: 01/06/2021

DATTAKALA SHIKSHAN SANSTHA * SWAMI CHINCHOLI

I have read, understood & accepted the above terms & conditions

Signature of Appointee RBhange

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee RBhangl

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DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2021 - 22/04 **Date: 01/06/2021**

Appointment Order

To,

Suryawanshee Prashant Balaso

A/P- Kurawali Tal-Indapur

Dist-Pune 413104

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2021 by local staff selection committee, we are pleased to inform that you have been selected as Lecturer in Civil Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

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16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

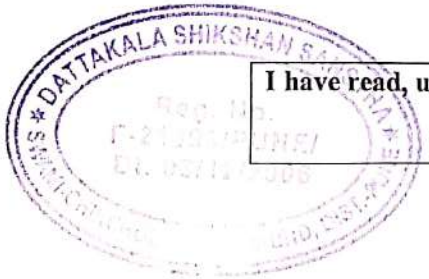
j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath



I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

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Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

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Signature of Appointee

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA Shikshan SANSTHA
Swami Chincholi, Tal-Daund
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2021

Signature of the Employee

Place: Swami chincholi

Date: 01/06/2021

DATTAKALA SHIKSHAN SANSTHA * SWAMI CHINCHOLI TAL - DAUND DIST - PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee PBS

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2021-22/05 **Date: 01/06/2021**

Appointment Order

To,

Nagare Popat Harisingh

A/P :- Khorochi, Tal-Indapur

Dist-Pune 413104

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2021 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Nagare P.H

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390 PUNE Dt. 08/12/2006 SWAMI CHINCHOLI TAL. DAUND DIST. PUNE

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Nagare P.H

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI DIST.-PUNE *
Reg. No.
F-21390/PUNE/
Dt. 08/12/2006

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16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN ... SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Nagare P.R

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Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Nagare S. H.

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
SWAMI CHINCHOLI, Tal. DAUND,
Dist. Pune-413 130.
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2021.

Signature of the Employee Nagarep.K.

Place:

Date: 01/06/2021.

DATTAKALA SHIKSHAN SANSTHA * SWAMI CHINCHOLI, TAL.- DAUND, DIST.- PUNE * Reg. F-21360/PUNE/ Dt. 06/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee Nagarep.K.

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Nagarep-K

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/2017-18/01 **Date: 01/06/2017**

Appointment Order

To,

Zol Ramdas Madhukar

A/P- Swami chincholi, Tal-Daund

Dist-Pune 413130

Dear Sir / Madam,

With reference to your personal interview conducted on 19/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Associate Professor in Applied Science of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 06/12/2006 SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL :- DAUND, DIST. PUNE *
Reg. No. F-21390/PUNE/ Dt. 08/12/2006

16. **TERMINATION OF CONTRACT :**
    a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
    b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
    c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
    d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
    e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
    f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.
    g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.
    h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
    i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
    j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
    k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.
18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.
19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA Reg. No F-21390/PUNE/ Dt. 08/12/2006

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be _____

Signature of the Employee _____

Place:

Date:

DATTAKALA SHIKSHAN SANSTHA
Reg. No.
F-21300/PUNE/
Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2017-18/02 Date: 01/06/2017

Appointment Order

To,

Priyadarshi Amrit

Harindra Vidyarthi, Tilak Nagar, Bailley Road, Patna - 14. Tal-Patana -14

Dist-Patna

Dear Sir / Madam,

With reference to your personal interview conducted on 19/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Amrit

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Amelt

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Amrit

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Amrit

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/17

Signature of the Employee Amrit

Place: Bhigwan

Date: 01/01/17

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21396/PUNE/
Dt.
SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Amrit

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Amrit

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2017-18/03 **Date: 01/06/2017**

Appointment Order

To,

Sase Vishnu Prakashrao

Matoshri Niwas, Shivaji Nagar, A/p- Jintur, Tal- Jintur

Dist-Parbhani 431509

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in E&TC Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI CHINCHOLI, TAL.- DAUND, DIST.-PUNE *

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee

SCAN AnyScanner

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

AnyScanner

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA ... SHIRAL CHINCHOLI, TAL.:- DAUND, DIST.:- PUNE
Reg. No. F-21300/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

SCAN AnyScanner

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal-Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 1/06/2017

Signature of the Employee

Place: Swami Chincholi

Date: 1/06/2017

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI TAL-DAUND DIST-PUNE *

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2017-18/04 **Date: 01/06/2017**

Appointment Order

To,

Jagtap Swati Vijay

A/p- Gunaware Vasti, Swami-Chincholi, Tal-Daund

Dist-Pune 413130

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI * TAL-DAUND DIST-PUNE
Reg. No. F-21390/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee Akadam

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Gadam

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Avadam

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21330/PUNE/ Dt. 08/12/2006 SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee Akadam

Place:

Date: 01/06/2017

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE *

I have read, understood & accepted the above terms & conditions

Signature of Appointee Akadam

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Kadam

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/2017-18/05 **Date: 01/06/2017**

Appointment Order

To,

Deokar Subhash Mahadeo

P.H. No. 5, "Bhagirathi Niwas", Near Dyandeep English Medium School, Wadgaon (BK), Tal-Pune

Dist-Pune 411041

Dear Sir / Madam,

With reference to your personal interview conducted on 19/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Principal in of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mdeokar

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI CHINCHOLI, TAL.- DAUND, DIST.-PUNE

your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL-DAUND, DIST-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee Medookar

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI CHINCHOLI, TAL.- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA * SHAMI-CHINCHOLI, TAL. DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

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The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee

Place: Swami-chincholi

Date: 01/06/2017

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/ Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL. - DAUND, DIST.-PUNE

SCAN AnyScanner

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

DATTAKALA SHIKSHAN SANSTHA Regd. No. F-[illegible]/PUNE/ Dt. 28/12/2006 At-Post-Chincholi Tal.-Daund, Dist.-Pune

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mahadkar

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2017-18/06 **Date: 01/06/2017**

Appointment Order

To,

Gupta Ankit Anil

A/p- B-94, Pallav Puram Phase- I,Meerut (U.P) Tal-Mirut

Dist- U.P 250110

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Electical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Accepted

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI-CHINCHOLI, TAL.:- DAUND, DIST. PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/ Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE

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16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

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Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Agupta

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 06/12/2006 * DAUND, DIST.-PUNE

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee A Gupta

Place: Swami-chincholi

Date: 01/06/2017

I have read, understood & accepted the above terms & conditions

Signature of Appointee A Gupta

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

DATTAKALA SHIKSHAN SANSTHA * SWAMI CHINCHOLI (KD) DAUND, DIST. PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2003

I have read, understood & accepted the above terms & conditions

Signature of Appointee Arupta

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2017-18/07 Date: 01/06/2017

Appointment Order

To,

Khairnar Sakharam Fakira

A/p- Khairnar S.F. Mai-Smruti , B-wing, Flat No.504 Near Renuka Nagari,

Dist-Pune

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Applied Science of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee KSF

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI CHINCHOLI, TAL.-DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21500/PUNE/ Dt. 05/12/2006 SWAMI-CHINCHOLI TAL-DAUND DIST-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee KSF

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee KSP

Place: Swami- chincholi

Date: 01/06/2017

DATTAKALA SHIKSHAN SANSTHA * REG. NO. ... /PUNE/ ... /2006 * SWAMI CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee KSP

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE
Dt. 08/12/2006
DAUND, DIST. PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee KSP

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2017-18/08 **Date: 01/06/2017**

Appointment Order

To,

Karande Anurag Vishnupant

A/p- LIG-06 Mohada Colony, Dawal 8thy Mail, Amravati Raod, Tal-Nagpur

Dist-Nagpur

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Mechanical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee KA

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI-CHINCHOLI

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yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

DATTAKALA SHIKSHAN SANSTHA Reg. No F-21390/PUNE/ Dt. 06/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee RAL

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL. - DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee KAN

SCAN AnyScanner

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee RAV

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SHAMLI PIMPHOLI, TAL.:- DAUND, DIST.-PUNE *

SCAN AnyScanner

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sansthn
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi Tal. Daund
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee KAV

Place: Swami-chincholi

Date: 01/06/2017

I have read, understood & accepted the above terms & conditions

Signature of Appointee KAV

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/ Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

SCAN AnyScanner

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21350/PUNE/ Dt. 08/12/2006 SHIRUR-CHINCHOLI TAL.-DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee KAV

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2017-18/09 **Date: 01/06/2017**

Appointment Order

To,

Rajpure Amol Subhash

A/P- Shetphalgade, Tal-Indapur

Dist-Pune 413130

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Rajpure A.S.

DATTAKALA SHIKSHAN SANSTHA
Reg. No.
F-21390/PUNE/
Dt. 08/12/2006

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility ,you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust ,you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Rajpune A.S.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL :- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

16. **TERMINATION OF CONTRACT :**
    a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
    b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
    c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
    d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
    e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
    f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.
    g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.
    h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
    i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
    j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
    k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.
18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.
19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA * SWAMI CHINCHOLI, TAL.:- DAUND, DIST.:PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee Rajpure A.S

SCAN AnyScanner

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Rajpure A.S.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390 (PUNE) Dt. 08/12/2006 PIMPALGAON KHOLI, TAL.: DAUND, DIST.: PUNE

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Dattakala Shikshan Sanstha
A/p-Swami Chincholi, Tal-Daund, Dist- Pune.
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee Rajpure A.S.

Place: Swami Chincholi

Date: 01/06/2017

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE *
Reg. No. F-21390/PUNE/
Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee Rajpure A.S.

SCAN AnyScanner

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha 'and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

DATTAKALA SHIKSHAN ... SWAMI-CHINCHOLI, TAL. ... DIST. ...
Reg. No. F-21390/P...INE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee Rajpureas

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/2017-18/10 **Date: 01/06/2017**

Appointment Order

To,

Dombale Sachin Namdev

A/p-Dombalwadi (Khudus), Tal-Malshiras

Dist-Solapur 413101

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Mechanical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI-CHINCHOLI, TAL - DAUND, DIST PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Dombale SN.

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Dombales N.

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act's of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

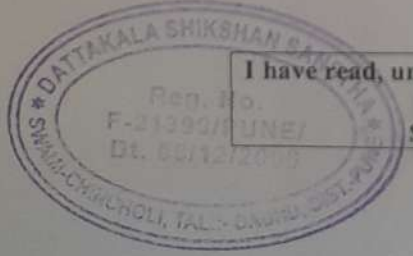
j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath



I have read, understood & accepted the above terms & conditions

Signature of Appointee Dombale S.M.

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Dombale S.N.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI * Reg. No. F-21390/PUNE/ Dt. 03/12/2006

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee Dombale M.

Place: Swami Chincholi

Date: 01/06/2017

I have read, understood & accepted the above terms & conditions

Signature of Appointee Dombale M.

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Dombale M

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2017-18/11 **Date: 01/06/2017**

Appointment Order

To,

Dandale Sachin Gangadhar

Laxmi Nagar, Near Hanuman Mandir, Dabki Road, Tal-Daund

Dist-Akola 444002

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in E&TC Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Sachin

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI-CHINCHOLI, TAL.:-DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

DATTAKALA SHIKSHAN SANSTHA Reg. No F-11330/PUNE/ Dt. 05/12/2006 SWAMI-CHINCHOLI, TAL-DAUND, DIST-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Sachin

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee Sachin

SCAN AnyScanner

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Sachin

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 1/6/2017

Signature of the Employee Sachin

Place: Swami-Chincholi

Date: 1/6/2017

DATTAKALA SHIKSHAN SANSTHA
SWAMI CHINCHOLI TAL-DAUND DIST-PUNE
Regd. No. F-2135/PUNE
Dt. 00/12/2008

I have read, understood & accepted the above terms & conditions

Signature of Appointee Sachin.

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ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Sachin

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/2017-18/12 **Date: 01/06/2017**

Appointment Order

To,

Shitole Jagdish Sudhakar

Flat A-6, Shree Chintamani Complex, Sayali Hill, Bhigwan Tal-Baramati

Dist-Pune 413133

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Mechanical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * Reg. No F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL-DAUND, DIST-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

DATTAKALA SHIKSHAN SANSTHA
Reg. No F-21300/PUNE/ Dt. 08/12/2000
SWAMI-CHINCHOLI, TAL :- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA Reg. No F-21390/PUNE/ Dt. 08/12/2008

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee _____

Place: Swami-chincholi

Date: 01/06/2017

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21330/PUNE/
Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2017-18/13 **Date: 01/06/2017**

Appointment Order

To,

Valkunde Bapurao Rajaram

A/P-Khudus, Taluka:Malshiras,

Dist: Solapur, 413113

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Mechanical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee B.R. Valkunde.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
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    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
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    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee B.R.Valkunde

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21300/PUNE/ Dt. 08/12/2000
SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 09/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee B.R.Valkunde

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
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    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TA. DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee B R Valkunde

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee B.R. Valkunde.

Place: Swami-chincholi

Date: 01/06/2017

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/ Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL.-DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee B.R. Valkunde.

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21380/PUNE/ Dt. 05/12/2008

I have read, understood & accepted the above terms & conditions

Signature of Appointee B R Valkunde

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/2017-18/14 Date: 01/06/2017

Appointment Order

To,

Shinde Harshwardhan Hindurao

A2, Ranwara Apt. (W), Near Hotel City Inn, Jalochi, Tal-Baramati

Dist-Pune 413202

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Civil Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee HShinde

DATTAKALA SHIKSHAN SANSTHA * SWAMI CHINCHOLI, TAL.-DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee J H Shinde

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI CHINCHOLI, TAL - DAUND, DIST-PUNE

SCAN AnyScanner

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/ Dt. 08/12/2006
SHIRUR-CHINCHOLI, TAL. DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Hinde

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F 1290/PUNE/ Dt. 23/12/2006 TAL. DAUND, DIST. PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Shinde

SCAN AnyScanner

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee H.H.Shinde.

Place:

Date: 01/06/2017

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-2130/PUNE/ Dt. 09.12.2006 * SWAMI-CHINCHOLI TAL. DAUND DIST. PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee H.H.Shinde

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

DATTAKALA SHIKSHAN SANSTHA
Reg. No. F-21390/PUNE/ Dt. 08/12/2006
SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee H.S.Bhinde.

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/2017-18/15 **Date: 01/06/2017**

Appointment Order

To,

Valekar Navnath Shrirang

A/P - Indapur, Tal-Indapur

Dist-Pune 413106

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Civil Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Valekar

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI-CHINCHOLI

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL. DAUND, DIST. PUNE * Reg. No. F-21390/PUNE/ Dt. 06/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee Valekarrus.

SCAN AnyScanner

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA Reg. No F-21390/PUNE/ Dt. 08/12/2000 SHIRSAI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Vaikar M.S.

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Vaketar MS.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21310/PUNE/ Dt. 09/12/2006 SHIRAL-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

SCAN AnyScanner

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee Valekar N.S.

Place: Swami-Chincholi

Date: 01/06/2017.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21300/PUNE/ Dt. 03/12/2008 SWAMI-CHINCHOLI, TAL.-DAUND (PUNE)

I have read, understood & accepted the above terms & conditions

Signature of Appointee Valekar N.S.

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Valekar M.S.

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/2017-18/16 **Date: 01/06/2017**

Appointment Order

To,

Mulani Firoj Ismail

A/p- Dhekalwadi, Tal- Baramati,

Dist-Pune 413104

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in E&TC Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mulani

DATTAKALA SHIKSHAN SANSTHA Regd. No F-21390/PUNE/ Dt. 08/12/2006 SWAMI CHINCHOLI TAL - DAUND DIST. PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL - DAUND, DIST. PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee mulani

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA * SHANCHINCHOLI, TAL.:- DAUND, DIST.-PUNE * Reg. No. F-21380/PUNE/ Dt. 08/10/2008

I have read, understood & accepted the above terms & conditions

Signature of Appointee Mukund

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee mulund

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Dist. Pune-413130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee mulard

Place: Swami. chincholi

Date: 01/06/2017

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL-DAUND, DIST-PUNE *
Reg. No. F-21300/PUNE/ Dt. 05/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee mulard

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee mulapat

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2017-18/17 **Date: 01/06/2017**

Appointment Order

To,

Deshmukh Narendrarao Pandurang

A/P - A-127, Konark Nagar, Vijapur Road, Tal-Solapur

Dist-Solapur 413101

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in MBA of Dattakala Faculty Of Management , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Deshmukh

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 06/12/2006 SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Management At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Management** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Deshmukh

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE *
Reg. No. F-21390/PUNE/ Dt. 08/12/2006

16. **TERMINATION OF CONTRACT :**
    a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
    b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
    c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
    d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
    e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
    f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.
    g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.
    h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
    i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
    j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
    k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.
18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.
19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI * DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Deshmukh

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami-Chincholi, Tal.-Daund,
Dist. Pune-413 130.
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee

Place:

Date: 01/06/2017

DATTAKALA SHIKSHAN SANSTHA Reg. F-2138 PUNE Dt. 03/12/2008

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/2017-18/18 **Date: 01/06/2017**

Appointment Order

To,

Bere Sachin Sukhadeo

Ambikanagar Near to Yes Bank Tal-Indapur

Dist-Pune 413106

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Computer Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 03/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2008 DAUND DIST. PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p-Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 1/06/2017.

Signature of the Employee

Place: Swami Chincholi

Date: 1/06/2017

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA
Reg. No.
F-21390/PUNE/
Dt. 08/12/2006
SWAMI CHINCHOLI, TAL. DAUND, DIST. PUNE

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2017-18/19 **Date: 01/06/2017**

Appointment Order

To,

Thite Ajit Sambhaji

A/p- Kuranwadi(Angar), Tal- Mohol,

Dist-Solapur 413214

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Associate Professor in MBA of Dattakala Faculty Of Management , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee Thite

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Management At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Management** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Date

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.:PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL. - HAVELI DIST. PUNE * Reg. No. F-21390/PUNE/ Dt. 06/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Shrute

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund, Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee

Place: Swami-Chincholi

Date: 01/06/2017

DATTAKALA SHIKSHAN SANSTHA

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2017-18/20 **Date: 01/06/2017**

Appointment Order

To,

Sodal Jeevankumar Anil

Plot No. 7, Mahadev nagar, Akluj Tal-Malshiras

Dist-Solapur 413101

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in Mechanical Engineering Department of Dattakala Faculty Of Engineering , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI-CHINCHOLI, TAL :- DAUND, DIST.-PUNE

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Engineering At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Engineering** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE * Reg. No. F-21390/PUNE/ Dt. 08/12/2006

16. **TERMINATION OF CONTRACT :**

a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.

b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.

c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.

d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.

e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.

f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.

g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.

h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.

i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.

j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.

18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.

19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA ... Reg. No. F-21300/... Dt. 09/12/2009

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Santha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee

Place: Swami chincholi

Date: 01/06/2017

DATTAKALA SHIKSHAN SANSTHA * SWAMI-CHINCHOLI, TAL.- DAUND, DIST.-PUNE * Regd. No. F-2130/PUNE/ Dt. 06/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/2017-18/21 **Date: 01/06/2017**

Appointment Order

To,

Karne Sharad Shankar

A/P- 9. "Sushila-Yashwant", Ashoknagar, Tal-Baramati

Dist-Pune 413102

Dear Sir / Madam,

With reference to your personal interview conducted on 21/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Director in MBA of Dattakala Faculty Of Management , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Management At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Management** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

DATTAKALA SHIKSHAN SANSTHA Regd. No. F-21230/PUNE/ DT. 03/12/2006

I have read, understood & accepted the above terms & conditions

Signature of Appointee

16. **TERMINATION OF CONTRACT :**
    a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
    b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
    c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
    d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
    e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
    f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.
    g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.
    h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
    i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
    j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
    k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.
18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered her in, or in the event of dispute / differences of opinion in interpretation of any provision o this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.
19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath

I have read, understood & accepted the above terms & conditions

Signature of Appointee

Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.

20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave without Pay and one Leave without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

    You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.

    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

    Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.

I have read, understood & accepted the above terms & conditions

Signature of Appointee _____

DATTAKALA SHIKSHAN SANSTHA * Reg. No. F-21390/PUNE/ Dt. 08/12/2006 * SWAMI-CHINCHOLI, TAL.:- DAUND, DIST.-PUNE

The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.

You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal. Daund,
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee

Place:

Date: 01/06/2017

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA
Reg. No.
F-21330/PUNE/
Dt. 08/12/2000
SWAMI CHINCHOLI, TAL.-DAUND, DIST.-PUNE

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee

DATTAKALA SHIKSHAN SANSTHA

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)
Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,
Tal: Daund, Pune .Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,
Email Id- dkcom.edu@rediffmail.com

DKSS/Appt. Order/ 2017-18/22 **Date: 01/06/2017**

Appointment Order

To,

Shinde Siddheshwar Panditrao

A/P - Borgaon, Tal-Karmala

Dist-Solapur 413203

Dear Sir / Madam,

With reference to your personal interview conducted on 20/05/2017 by local staff selection committee, we are pleased to inform that you have been selected as Assistant Professor in MBA of Dattakala Faculty Of Management , At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.

Your appointment is provisional until & unless you fulfill the following terms and Conditions.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of
   i) Two Passport size photographs.
   ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) Nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 08/12/2006 SWAMI CHINCHOLI, TAL.- DAUND, DIST.-PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee Shinde SP

yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.

6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**
   Your positing will be presently **Dattakala Faculty Of Management At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.**. Functionally you will be reporting to the **Principal/ Director,Dattakala Faculty Of Management** At-post-Swami-Chincholi, Tal-Daund, Dist-Pune.
10. **SALARY ALLOWANCES AND BENEFITS :**
    You will be paid as per AICTE pay scale. / Savitribai Phule Pune University/Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.
11. **TRANSFER :**
    During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.
12. **FUTURE PROSPECTS:**
    Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.
13. **MEDICAL FITNESS:**
    You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.
    In case you are found medically unfit to continue with the job, you will lose your lien on the job.
14. **DUTIES AND RESPONSIBILITIES :**
    The general details of your duties, responsibilities etc., in brief are as per "Annexure A" enclosed to this offer letter.
15. **CODE OF CONDUCT :**
    You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have executed deed of contract of service.

DATTAKALA SHIKSHAN SANSTHA Reg. No. F-21390/PUNE/ Dt. 09/12/2005

I have read, understood & accepted the above terms & conditions

Signature of Appointee

16. **TERMINATION OF CONTRACT :**
    a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
    b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
    c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
    d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
    e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
    f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case, you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.
    g. You will complete the respective academic semester / term (six months) / session (as case may be) i.e. up to the last teaching day in a particular semester / term / session.
    h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
    i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
    j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
    k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
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Signature of Appointee Shinde

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21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
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23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar months of joining.
25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages &drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
26. If any complaints against youare received above sexual harassment & violence against woman you will be liable to penalty.
27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management.During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society/ Trust / AICTE / Government of Maharashtra / DTE / MSBTE/ University / PCI / Institute/College/Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**

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    You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.

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Signature of Appointee _____

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You should serve in the institute at least for 2 years as per institute norms after the approval of University / Board; otherwise you will have to pay salary of remaining months to the institute.

32. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

President
Dattakala Shikshan Sanstha
A/p- Swami Chincholi, Tal-Daund, Dist- Pune.

PRESIDENT
DATTAKALA SHIKSHAN SANSTHA
Swami Chincholi, Tal-Daund
Dist. Pune-413 130.

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My joining date will be 01/06/2017

Signature of the Employee

Place: Swami-Chincholi

Date: 01/06/2017

DATTAKALA SHIKSHAN SANSTHA
Regd. No. F-21734/PUNE/
Dt. 04/12/2006
SWAMI CHINCHOLI, TAL.- DAUND, DIST.- PUNE

I have read, understood & accepted the above terms & conditions

Signature of Appointee

ANNEXURE – A

GENERAL NATURE OF DUTIES AND RESPONSIBILITIES

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the "Dattakala Shikshan Sanstha and its affiliates" operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha `and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter's right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, "intellectual Property "and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.

I have read, understood & accepted the above terms & conditions

Signature of Appointee Shinde