



**SHETH LALJI DAYAL AMALGAMATED TRUST'S**  
**LILAVATI LALJI DAYAL NIGHT COLLEGE OF COMMERCE**

375/77, Sardar Vallabhbhai Patel Road, Mumbai – 400 004. Tel.: 022 – 2382 7615/ 3507 7382

E-mail: lldhs2000@gmail.com/ info@lldhs.in

Website: www.lldhscoc.in


Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4

Univ Affiliation No.: AFF / ICD / 2018-19/ 731

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

**Appointment Letter of Ms. Shazad Kavarana - I/C Principal**

 <p style="text-align: center;"><b>SHETH LALJI DAYAL AMALGAMATED TRUST'S</b> <b>LILAVATI LALJI DAYAL NIGHT COLLEGE OF COMMERCE</b> 375/77, Sardar Vallabhbhai Patel Road, Mumbai – 400 004. Tel.: 022 – 2382 7615/ 3507 7382 E-mail: lldhs2000@gmail.com/ info@lldhs.in Website: www.lldhscoc.in</p> <p>Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4      Univ Affiliation No.: AFF / ICD / 2018-19/ 731 Ref. No. <u>LDNCO/01/2018-19</u>      Date: <u>11/08/2018</u></p>
<p>To, Mr. Shazad Kavarana,</p> <p style="text-align: center;"><b><u>Contractual/ Appointment Letter</u></b></p> <p>Dear Shazad,</p> <p>With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from <b>13<sup>th</sup> June, 2018 to 30<sup>th</sup> April, 2019</b>. Please note that for any extension of the contract beyond 30<sup>th</sup> April 2019, the management would inform you the same. The contract automatically comes to an end without any further information as on closing hours of 30<sup>th</sup> April 2019.</p> <p><b>1. DESIGNATION</b> You will be designated as "In-charge Principal" (Degree College)</p> <p><b>2. WORK TIMINGS</b> MONDAY TO SATURDAY- 2:00 P.M TO 7:30 P.M</p> <p><b>3. WORKING HOURS</b> You will be expected to conduct offline/online lectures for the degree college programs as per the schedule which will be shared with you. You are also expected to come to college as per your scheduled shared to you.</p> <p><b>4. WORK OBLIGATION</b> You are expected to carry out all activity related to conduct of educational activities assigned. The activities include (but not limited to) conduct of sessions, conduct of examination, correction of papers or any other activity which is directly or indirectly connected to subject taken by you.</p> <p><b>5. PAPER CORRECTION</b> a) You will be expected to evaluate any/all internal examination (college assessment/ university assessment) papers/ project which are a part of the academic activities. The amount payable to you will be inclusive of the assessment activity carried out by you. b) If you are assigned any papers by the University a separate payment for the same will be made to you directly by the University. Please note that any paper correction assigned will have to be completed by you in the time frame stipulated as per the directives of the University.</p> <p><b>6. CONTRACTUAL UNDERSTANDING</b> During your association with us, you will be paid a contractual fee as per the details mention below subject to your performance: You will be paid a contractual fee 15,000/- per month subject to statutory deductions.<ul style="list-style-type: none"><li>• If for any reason you are not able to attend working days as stipulated, the amount payable will be deducted on pro-rata basis and payments made accordingly.</li><li>• All applicable holidays/breaks declared by the institution will be applicable to you.</li></ul></p> <p><b>7. LEAVE POLICY</b> All employees on "Contractual Basis" with the institution will not be entitled to any leave benefits besides the institution's declared Holidays and the weekly offs as decided by the management. A contractual employee can avail of a maximum of 12 leaves in a calendar year (Jan- Dec).The leave entitlement for the contractual employee will be adjusted and applicable on a pro-rata basis for the duration of the contract. E.g. If an employee joins the institution in June, he/she will be eligible only for 6 days of leave for that particular year. There is no entitlement to any contractual employee for leave encashment and is applicable only for confirmed employee of the institution.</p> <p><b>8. ADDRESS</b> Your address as given in the application form will be deemed to be correct for the purpose of sending any communication to you. In case of any change in your address you will inform the Management in writing about the same within seven days. Any communication sent to your last recorded address would be deemed to have been duly served upon you.</p>



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**9. NOTICE PERIOD**

A Thirty Days (30 Days) notice period is to be given by you if the contractual obligation is to be terminated by you. However, the management reserves the right to terminate with immediate effect on account of any activity that can be qualified as indiscipline, insubordination, conflict of interest or any act that has a direct or indirect bearing on the reputation of the institution & its educational activities.

**10. OTHER EMPLOYMENT CONDITIONS**

You are not entitled to undertake any other remunerative activity as you may so deem fit without prior written permission from the management. Please note that the application for the same does not mean automatic sanction of the activity desired by you. However, please note that any activity undertaken by you should not be in direct conflict of interest or in the same time slot as you have committed to the institution.

If the management so deems fit that there is a direct / indirect conflict and it is detrimental to the interest of the institution the management reserves the right to take whatever action it may deem so without your consent and you will abide by the same.

**11. GENERAL TERMS**

1. If at any point of time, if you become insolvent, or are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any other conduct considered by the institution / management as detrimental to its interest, or of violation of any terms, this contractual agreement may be terminated without notice.
2. You will be responsible for safe custody of any property handed over to you by the institution and its proper use.
3. In the event if there is any loss or damage to the institution's property when the same was in your custody, you shall be responsible for the same and the institution will be at liberty to recover the loss or damage from the dues payable to you.
4. The management reserves the right to change any of the terms of conditions of the appointment at its discretion if it so deems fit and the same is not open to any deliberation, discussion or any form of contest by you or any third party representing you under any circumstances. Any decision taken by the management will be final and binding on you in all the cases.
5. The management is progressive in nature and does not put any embargo on anybody's social media account. However, if the management feels that the presence on social media would affect the working of the institution and its creditability the management will issue a note of caution to you. In spite of being made aware of the same if the activity still persists the management reserves the right to take whatever action it may deem fit to ensure the creditability of the institution.
6. The management strictly disallows any contractual employee from promoting any other institution/ organization/ belief which is in direct conflict of interest of the institution.

Please sign the copy of the letter indicating your acceptance of the above terms and conditions.

We welcome you to the Lilavati Lalji Dayal High School & College of Commerce as one of our family staff members and look forward to a long lasting and a mutually beneficial relationship with you in times to come by.

Priyanka Panchal  
Administrator

Administrator

Lilavati Lalji Dayal College of Commerce  
375/377, S. V. P. Road, Mumbai-400004.  
Accepted & Acknowledged the receipt of the letter.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_





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Appointment Letter of Ms. Neha Kazi

 <p style="text-align: center;"><b>SHETH LALJI DAYAL AMALGAMATED TRUST'S</b> <b>LILAVATI LALJI DAYAL NIGHT COLLEGE OF COMMERCE</b> 375/77, Sardar Vallabhbhai Patel Road, Mumbai – 400 004. Tel.: 022 – 2382 7615/ 3507 7382 E-mail: lldhs2000@gmail.com/ info@lldhs.in Website: www.lldhscoc.in</p> <p>Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4      Univ Affiliation No.: AFF / ICD / 2018-19/ 731 Ref. No. <u>LLDNCOG / 01 / 2018-19</u>      Date: <u>11/06/2018</u></p>
<p>To, Ms. Neha Kazi,</p> <p style="text-align: center;"><b>Contractual/ Appointment Letter</b></p> <p>Dear Neha,</p> <p>With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from <b>13<sup>th</sup> June, 2018 to 30<sup>th</sup> April, 2019</b>. Please note that for any extension of the contract beyond 30<sup>th</sup> April 2019, the management would inform you the same. The contract automatically comes to an end without any further information as on closing hours of 30<sup>th</sup> April 2019.</p> <p><b>1. DESIGNATION</b> You will be designated as "<b>Lecturer- Permanently Unaided section</b>" (Degree College)</p> <p><b>2. WORK TIMINGS</b> MONDAY TO SATURDAY- 2:00 P.M TO 7:30 P.M</p> <p><b>3. WORKING HOURS</b> You will be expected to conduct offline/online lectures for the degree college programs as per the schedule which will be shared with you. You are also expected to come to college as per your scheduled shared to you.</p> <p><b>4. WORK OBLIGATION</b> You are expected to carry out all activity related to conduct of educational activities assigned. The activities include (but not limited to) conduct of sessions, conduct of examination, correction of papers or any other activity which is directly or indirectly connected to subject taken by you.</p> <p><b>5. PAPER CORRECTION</b> a) You will be expected to evaluate any/all internal examination (college assessment/ university assessment) papers/ project which are a part of the academic activities. The amount payable to you will be inclusive of the assessment activity carried out by you. b) If you are assigned any papers by the University a separate payment for the same will be made to you directly by the University. Please note that any paper correction assigned will have to be completed by you in the time frame stipulated as per the directives of the University.</p> <p><b>6. CONTRACTUAL UNDERSTANDING</b> During your association with us, you will be paid a contractual fee as per the details mention below subject to your performance: You will be paid a contractual fee 14,000/- per month subject to statutory deductions. <ul style="list-style-type: none"><li>• If for any reason you are not able to attend working days as stipulated, the amount payable will be deducted on pro-rata basis and payments made accordingly.</li><li>• All applicable holidays/breaks declared by the institution will be applicable to you.</li></ul></p> <p><b>7. LEAVE POLICY</b> All employees on "Contractual Basis" with the institution will not be entitled to any leave benefits besides the institution's declared Holidays and the weekly offs as decided by the management. A contractual employee can avail of a maximum of 12 leaves in a calendar year (Jan- Dec).The leave entitlement for the contractual employee will be adjusted and applicable on a pro-rata basis for the duration of the contract. E.g. If an employee joins the institution in June, he/she will be eligible only for 6 days of leave for that particular year. There is no entitlement to any contractual employee for leave encashment and is applicable only for confirmed employee of the institution.</p> <p><b>8. ADDRESS</b> Your address as given in the application form will be deemed to be correct for the purpose of sending any communication to you. In case of any change in your address you will inform the Management in writing about the same within seven days. Any communication sent to your last recorded address would be deemed to have been duly served upon you.</p>



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Please sign the copy of the letter indicating your acceptance of the above terms and conditions.

We welcome you to the Lilavati Lalji Dayal High School & College of Commerce as one of our family staff members and look forward to a long lasting and a mutually beneficial relationship with you in times to come by.

**Priyanka Panchal**  
Administrator

**Shazad Kavarana**  
I/C Principal- Degree College

**Administrator**

Lilavati Lalji Dayal Night College of Commerce  
375/377, S. V. P. Road, Mumbai-400004.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**(In-Charge Principal)**

Sheth Lalji Dayal Amalgamated Trust's  
Lilavati Lalji Dayal Night College of Commerce  
Charni Road, Mumbai - 400 004

