

LILAVATI LALJI DAYAL NIGHT COLLEGE OF COMMERCE

375/77, Sardar Vallabhbhai Patel Road, Mumbai - 400 004. Tel.: 022 - 2382 7615/ 3507 7382 E-mail: Ildhs2000@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 Mr. Jayprakash Maurya - I/C Principal



SHETH LAUI DAYAL AMALGAMATED TRUST'S

LILAVATI LALII DAYAL NIGHT COLLEGE OF COMMERCE

375/77, Sardar Vallabhbhai Patel Road, Mumbai – 400 004. Tel.: 022 – 2382 7615/ 3507 7382 E-mail: Ildhs2000@gmail.com/ info@lldhs.in Website: www.lldhscoc.in

Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4 Ref. No. 110NCOC 35-1 2020-21

Univ Affiliation No.: AFF / ICD / 2018-19/731 Date: 12 | 06 | 2020

Mr. Jayprakash Maurya,

Contractual/ Appointment Letter

Dear Jayprakash Maurya,

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from 15th June, 2020 to 30th April, 2021. Please note that for any extension of the contract beyond 30th April 2021, the management would inform you the same. The contract automatically comes to an end without any further information as on closing hours of 30th April 2021.

1. DESIGNATION

You will be designated as "In-charge Principal" (Degree College)

2. WORK TIMINGS

MONDAY TO SATURDAY- 2:00 P.M TO 7:30 P.M

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.

4. WORK OBLIGATION

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.

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.

6. CONTRACTUAL UNDERSTANDING

During your association with us, you will be paid a contractual fee as per the details mention below subject to your

You will be paid a contractual fee 22,000/- per month subject to statutory deductions.

- 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.
- All applicable holidays/breaks declared by the institution will be applicable to you.

7. LEAVE POLICY

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

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.



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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

- 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 properties.
- 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. Inspite 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.
- 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

Lilavaickalii Daval College of Commerce 375/377, S. V. P. Road, Mumbai-400004.

Name:
Signature:
Date:





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Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4	Univ Affiliation No.: AFF / ICD / 2018-19/ 731
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Appointment Letter of Ms. Jennifer D'Cruz



SHETH LALJI DAYAL AMALGAMATED TRUST'S

LILAVATI LALII DAYAL NIGHT COLLEGE OF COMMERCE

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

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Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4 Ref. No. LLDNCOC / 35 - 1 /2 20 - 2 | Univ Affiliation No.: AFF / ICD / 2018-19/731
Date: 12/06/2020

To, Ms. Jennifer D'cruz,

Contractual/ Appointment Letter

Dear Jennifer

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from 15th June, 2020 to 30th April, 2021. Please note that for any extension of the contract beyond 30th April 2021, the management would inform you the same. The contract automatically comes to an end without any further information as on closing hours of 30th April 2021.

1. DESIGNATION

You will be designated as "Lecturer- Permanently Unaided section" (Degree College)

2. WORK TIMINGS

MONDAY TO SATURDAY- 2:00 P.M TO 7:30 P.M

3. WORKING HOURS

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.

4. WORK OBLIGATION

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.

5. PAPER CORRECTION

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.

6. CONTRACTUAL UNDERSTANDING

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 18,000/- per month subject to statutory deductions.

- 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.
- All applicable holidays/breaks declared by the institution will be applicable to you.

7. LEAVE POLICY

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.

8. ADDRESS



Signature: Date:

SHETH LALJI DAYAL AMALGAMATED TRUST'S

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	We welcome you to	the Lilavati Lalji Dayal	your acceptance of the above I High School & College of Con tually beneficial relationship v	nmerce as one of our fam	2 by.
Lilavati 375/37	Administrator Alii Davel & Resent C 7, S. V. P. Road, Mumba Name:	ACCIVECTION OF THE PROPERTY OF	Lilavat	(In-Charge Principal) leth Lalji Dayal Amalgamated ii Lalji Dayal Night College of Charni Road, Mumbai · 400 (Trust's

Charni Road, Mumbai 400004 College Code 1079



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Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4	Univ Affiliation No.: AFF / ICD / 2018-19/ 731
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Appointment Letter of Ms. Nada Patel



SHETH LALII DAYAL AMALGAMATED TRUST'S

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Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4 Ref. No. LLDN Cac 35-1 2020-21 Univ Affiliation No.: AFF / ICD / 2018-19/731 Date: 12/06/2020

To, Ms. Nada Patel.

Contractual/Appointment Letter

Dear Nada,

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from 15th June, 2020 to 30th April, 2021. Please note that for any extension of the contract beyond 30th April 2021, the management would inform you the same. The contract automatically comes to an end without any further information as on closing hours of 30^{th} April 2021.

You will be designated as "Lecturer- Permanently Unaided section" (Degree College)

2. WORK TIMINGS

MONDAY TO SATURDAY- 2:00 P.M TO 7:30 P.M

3. WORKING HOURS

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.

4. WORK OBLIGATION

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.

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.

6. CONTRACTUAL UNDERSTANDING

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 18,000/- per month subject to statutory deductions.

- 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.
- All applicable holidays/breaks declared by the institution will be applicable to you.

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

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.



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Ref. No	Date:
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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

- 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.
- You will be responsible for safe custody of any property handed over to you by the institution and its proper use.
- 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. Inspite 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.
- 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 ome by.

Priyanka Panchal
Administrator
Administrator

Lilavati Jalii Dava Cellese of Weelse the receipt of the letter. 375/377, S. V. P. Road, Mumbai-400004.

Name:

Signature:

Date:

Jayprakash Maurya

I/C Principal- Degree College

(In-Charge Principal) Sheth Lalji Dayal Amalgamated Trust's Lilavati Lalji Dayal Night College of Commerce Charni Road, Mumbai - 400 004





LILAVATI LALJI DAYAL NIGHT COLLEGE OF COMMERCE

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Appointment Letter of Mr. Sriniwas Bala



SHETH LALII DAYAL AMALGAMATED TRUST'S

LILAVATI LALII DAYAL NIGHT COLLEGE OF COMMERCE

375/77, Sardar Vallabhbhai Patel Road, Mumbai – 400 004. Tel.: 022 – 2382 7615/ 3507 7382 E-mail: Ildhs2000@gmail.com/ info@lldhs.in Website: www.lldhscoc.in

Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4 Ref. No. <u>LLD/VCDC / 35-1 / 2020-21</u> Univ Affiliation No.: AFF / ICD / 2018-19/ 731
Date: 12 | 06 | 2020

To, Mr. Sriniwas Bala,

Contractual/ Appointment Letter

Dear Sriniwas.

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from 15th June, 2020 to 30th April, 2021. Please note that for any extension of the contract beyond 30th April 2021, the management would inform you the same. The contract automatically comes to an end without any further information as on closing hours of 30th April 2021.

1. DESIGNATION

You will be designated as "Lecturer- Permanently Unaided section" (Degree College)

2. WORK TIMINGS

MONDAY TO SATURDAY- 2:00 P.M TO 7:30 P.M

3. WORKING HOURS

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.

4. WORK OBLIGATION

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.

5. PAPER CORRECTION

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.

6. CONTRACTUAL UNDERSTANDING

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 18,000/- per month subject to statutory deductions.

- 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.
- All applicable holidays/breaks declared by the institution will be applicable to you.

7. LEAVE POLICY

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.

8. ADDRESS



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	Priyanka Panchal Administrator Administrator	& College of Commerce as one of our family staff members cial relationship with you in times to come by. J B. Ackelley Jayprakash Maurya I/C Principal- Degree College
Lila 375	vati kalii gaved & less no Copenge of the letter. /377, S. V. P. Road, Mumbai-400004. Name: Signature: Date:	Sheth Lalji Dayal Amalgamated Trust's Lilavati Lalji Dayal Night College of Commerce Charni Road, Mumbai - 400 004 Charni Road, Mumbai 400004



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Appointment Letter of Mr. Ravi Singh



SHETH LALII DAYAL AMALGAMATED TRUST'S LILAVATI LALII DAYAL NIGHT COLLEGE OF COMMERCE

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Univ Affiliation No.: AFF / ICD / 2018-19/ 731
Date: 12/06/2020

To, Mr. Ravi Singh,

Contractual/ Appointment Letter

Dear Ravi.

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from 15th June, 2020 to 30th April, 2021. Please note that for any extension of the contract beyond 30th April 2021, the management would inform you the same. The contract automatically comes to an end without any further information as on closing hours of 30th April 2021.

1. DESIGNATION

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MONDAY TO SATURDAY- 2:00 P.M TO 7:30 P.M

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5. PAPER CORRECTION

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.

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6. CONTRACTUAL UNDERSTANDING

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 18,000/- per month subject to statutory deductions.

- 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.
- All applicable holidays/breaks declared by the institution will be applicable to you.

7. LEAVE POLICY

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.

8. ADDRESS



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.co Website: www.lldh	
Govt. 0	Order No.: NGC 2018 / (100 / 18) MHSHI-4	Univ Affiliation No.: AFF / ICD / 2018-19/ 73:
Ref. N	0	Date:
	 9. NOTICE PERIOD A Thirty Days (30 Days) notice period is to be given by you if the cont However, the management reserves the right to terminate with immed be qualified as indiscipline, insubordination, conflict of interest or any a reputation of the institution & its educational activities. 10. OTHER EMPLOYMENT CONDITIONS You are not entitled to undertake any other remunerative activity as permission from the management. Please note that the application for of the activity desired by you. However, please note that any activity conflict of interest or in the same time slot as you have committed to the If the management so deems fit that there is a direct / indirect conflicinstitution the management reserves the right to take whatever action you will abide by the same. 11. GENERAL TERMS 1. If at any point of time, if you become insolvent, or are found gubehavior, negligence, indiscipline, absence from duty with considered by the institution / management as detrimental to it contractual agreement may be terminated without notice. 	act that has a direct or indirect bearing on the you may so deem fit without prior written the same does not mean automatic sanction undertaken by you should not be in direct e institution. It and it is detrimental to the interest of the in it may deem so without your consent and

- You will be responsible for safe custody of any property handed over to you by the institution and its proper use.
- 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. Inspite 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.
- 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.

Administrator
Administrator

Priyanka Panchal

Lilavati kali favad solvaten for the letter. 375/377, S. V. P. Road, Mumbai-400004.

Name: ______Signature:

Date:

Jayprakash Maurya

I/C Principal- Degree College

(In-Charge Principal) Sheth Lalji Dayal Amalgamated Trust's Lilavati Lalji Dayal Night College of Commerce Charni Road, Mumbai - 400 004





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. Veena Singh



SHETH LALII DAYAL AMALGAMATED TRUST'S LILAVATI LALII DAYAL NIGHT COLLEGE OF COMMERCE

375/77, Sardar Vallabhbhai Patel Road, Mumbai – 400 004. Tel.: 022 – 2382 7615/ 3507 7382 E-mail: Ildhs2000@gmail.com/ info@lldhs.in Website: www.lldhscoc.in

Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4 Ref. No. <u>LLDNCOC/35-1/2020</u>-21 Univ Affiliation No.: AFF / ICD / 2018-19/ 731
Date: 12/06/2020

To,

Ms. Veena Singh,

Contractual/Appointment Letter

Dear Veena

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from 15th June, 2020 to 30th April, 2021. Please note that for any extension of the contract beyond 30th April 2021, the management would inform you the same. The contract automatically comes to an end without any further information as on closing hours of 30th April 2021.

1. DESIGNATION

You will be designated as "Lecturer- Permanently Unaided section" (Degree College)

2. WORK TIMINGS

MONDAY TO SATURDAY- 2:00 P.M TO 7:30 P.M

3. WORKING HOURS

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.

4. WORK OBLIGATION

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.

5. PAPER CORRECTION

- 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.

6. CONTRACTUAL UNDERSTANDING

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 18,000/- per month subject to statutory deductions.

- 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.
- All applicable holidays/breaks declared by the institution will be applicable to you.

7. LEAVE POLICY

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.

8. ADDRESS



LILAVATI LALJI DAYAL NIGHT COLLEGE OF COMMERCE

375/77, Sardar Vallabhbhai Patel Road, Mumbai - 400 004. Tel.: 022 - 2382 7615/ 3507 7382 E-mail: Ildhs2000@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 Date:
Ref. No	Date.

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.
- 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. Inspite 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.
- 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

Privanka Panchal Administrator

Administrator

Lilavati Jalii Dava Cellesen b Ween Set the receipt of the letter. 375/377, S. V. P. Road, Mumbai-400004.

Name:

Signature Date:

J.B. Wellery Jayprakash Maurya I/C Principal- Degree College

(In-Charge Principal) Sheth Lalji Dayal Amalgamated Trust's Lilavati Lalji Dayal Night College of Commerce Charni Road, Mumbai - 400 004





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/ 733
Ref. No.	Date:

Appointment Letter of Ms. Neha Kazi



SHETH LAUI 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

Univ Affiliation No.: AFF / ICD / 2018-19/ 731
Date: 12 06 2020

To, Ms. Neha Kazi,,

Contractual/ Appointment Letter

Dear Neha,

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from 15th June, 2020 to 30th April, 2021. Please note that for any extension of the contract beyond 30th April 2021, the management would inform you the same. The contract automatically comes to an end without any further information as on closing hours of 30th April 2021.

1. DESIGNATION

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2. WORK TIMINGS

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3. WORKING HOURS

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8. ADDRESS



LILAVATI LALJI DAYAL NIGHT COLLEGE OF COMMERCE

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	E-mail: lldhs2000@gm Website: ww	
ovt. O	Order No.: NGC 2018 / (100 / 18) MHSHI-4	Univ Affiliation No.: AFF / ICD / 2018-19/
Ref. No	0	Date:
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	We welcome you to the Lilavati Lalji Dayal High School & College and look forward to a long lasting and a mutually beneficial relation	onship with you in times to come by
	Priyanka Panchal	J.B. College Jayprakash Maurya 1/C Principal- Degree College

Administrator

Lilavati Jalii Jawah el less no Grengese the receipt of the letter. 375/377, S. V. P. Road, Mumbai-400004.

Name: Signature: (In-Charge Principal) Sheth Lalji Dayal Amalgamated Trust's Lilavati Lalji Dayal Night College of Commerce Charni Road, Mumbai · 400 004 ayal Amalgan

