



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: \_\_\_\_\_


OFFER LETTERS ISSUED BY THE MANAGEMENT &  
PRINCIPAL FOR FULL TIME TEACHERS IN ACADEMIC YEAR  
2022-2023

  
Sheth Lalji Dayal Amalgamated Trust's  
**Lilavati Lalji Dayal Night College of Commerce**  
(Affiliated to University of Mumbai)

**2.4.1 (A) List of Teachers in Details**  
**Full Time Teaches 2022-2023**

| Name                   | ID Number | Vidwan ID | Email ID                   | Gender | Designation         | Date of Joining | Nature of Appointment | Name of the Department | Highest Qualification (NET/SET/SLET/Ph.D./D.Sc./D.Lit./L.L.D.) and Year of obtaining |
|------------------------|-----------|-----------|----------------------------|--------|---------------------|-----------------|-----------------------|------------------------|--|
| Ms. Jennifer D'Cruz    | 4         | 550030    | jensal2210@gmail.com       | Female | Assistant Professor | 7 August, 2020  | Full Time             | Commerce & Management  | M.Com, B.Ed  |
| Mr. Jay Prakash Maurya | 2         | 550018    | jp.maurya2012@gmail.com    | Male   | Assistant Professor | 6 June, 2019    | Full Time             | Commerce & Management  | M.Com, M.Ed, PGDME, DBM  |
| Ms. Neha Kazi          | 133       | 554693    | nchaa220@gmail.com         | Female | Assistant Professor | 18 June, 2018   | Full Time             | Commerce & Management  | MA (English Literature)  |
| Ms. Nada Patel         | 107       | 554695    | nadalakazi@gmail.com       | Female | Assistant Professor | 7 August, 2020  | Full Time             | Commerce & Management  | M.Com, B.Ed  |
| Mr. Ravi Singh         | 113       | 554697    | rav9629@gmail.com          | Male   | Assistant Professor | 7 August, 2020  | Full Time             | Commerce & Management  | M.Com, Ph.D (Pursuing)   |
| Ms. Veena Singh        | 120       | 550035    | veena.13singh@gmail.com    | Female | Assistant Professor | 7 August, 2020  | Full Time             | Commerce & Management  | M.Com, M.Phil, Ph.D (Pursuing)   |
| Ms. Namrata Bhalerao   | 123       | 550031    | bhaleraonamrata9@gmail.com | Female | Assistant Professor | 15 June, 2022   | Full Time             | Commerce & Management  | M.Com, SET, Ph.D (Pursuing)  |
| Mr. Salman Dokadia     | 125       | 554700    | salman.dokadia@gmail.com   | Male   | Assistant Professor | 15 June, 2022   | Full Time             | Commerce & Management  | M.Com, SET   |
| Mr. Prasad Naik        | 132       | 554702    | prasad519@gmail.com        | Male   | Assistant Professor | 15 June, 2022   | Full Time             | Commerce & Management  | M.Com, MBA, NET  |
| Ms. Payal Varma        | 115       | 554704    | payalvarma84@gmail.com     | Female | Assistant Professor | 15 June, 2022   | Full Time             | Commerce & Management  | MFA, NET   |
| Ms. Tanvi Thakkar      | 167       | 554711    | tanvi.limunn@gmail.com     | Female | Assistant Professor | 15 June, 2022   | Full Time             | Commerce & Management  | M.Com, B.Ed  |
| Ms. Aarati Pugaonkar   | 117       | 554713    | aarati.lldhs@gmail.com     | Female | Assistant Professor | 15 June, 2022   | Full Time             | Commerce & Management  | M.Com, NET, LLB  |

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





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

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

**APPOINTMENT LETTER OF MS. NAMRATA BHALERAO**

1

**SHETH LALJI DAYAL AMALGAMATED TRUST'S**  
**LILAVATI LALJI DAYAL NIGHT COLLEGE OF COMMERCE**  
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Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4      Univ Affiliation No.: AFF / ICD / 2018-19/ 731  
Ref. No. LDHCOE (77(A)) 2022-2023      Date: 11/06/2022

To,  
Ms. Namrata Bhalerao,  
E/43, 4<sup>th</sup> Floor,  
Unnati Co Op Housing Society,  
Senapati Bapat Road,  
Mahim,  
Mumbai- 400016.

**Contractual/ Appointment Letter**

Dear Namrata,

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from **13<sup>th</sup> June, 2022 to 30<sup>th</sup> April, 2023**. Please note that for any extension of the contract beyond 30<sup>th</sup> April 2023, 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 2023.

**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 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 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.



  
(In-Charge Principal)  
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**TERMS & CONDITIONS OF OFFER**

**8. ADDRESS**

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.

**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.

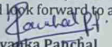
If the management so deems fit that there is a direct / indirect conflict and it is detrimental to the interest of the institution the management reserves the right to take whatever action it may deem so without your consent and you will abide by the same.

**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 credibility 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 credibility 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.

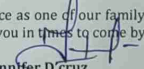
We welcome you to the Lilavati Lalji Dayal High School & College of Commerce as one of our family staff members and look forward to a long lasting and a mutually beneficial relationship with you in times to come by.

  
Priyanka Panchal  
Administrator

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

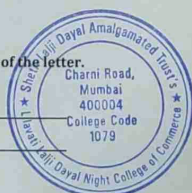
Name: \_\_\_\_\_

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

  
Jennifer D Cruz  
I/C Principal- Degree College

(In-Charge Principal)

Sheth Lalji Dayal Amalgamated Trust's  
Lilavati Lalji Dayal Night College of Commerce  
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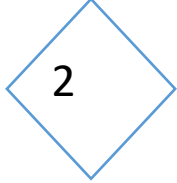
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**APPOINTMENT LETTER OF MS. NEHA KAZI**



**SHETH LALJI DAYAL AMALGAMATED TRUST'S**  
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Ref. No. LLDHSCOC 177(A) / 2022-23      Date: 10/06/2022

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 **13<sup>th</sup> June, 2022 to 30<sup>th</sup> April, 2023**. Please note that for any extension of the contract beyond 30<sup>th</sup> April 2023, 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 2023.

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**6. CONTRACTUAL UNDERSTANDING**  
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## TERMS & CONDITIONS OF OFFER

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Priyanka Panchal  
Administrator

Administrator

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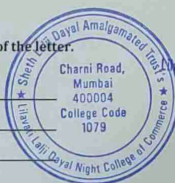
Name: \_\_\_\_\_

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

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

Jennifer D Cruz  
I/C Principal- Degree College

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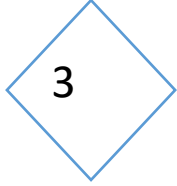
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**APPOINTMENT LETTER OF MS. PAYAL VARMA**



**SHETH LALJI DAYAL AMALGAMATED TRUST'S**  
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Ref. No. LLDHCOE 177(P) 2022-23      Date: 10 | 06 | 2022

To,  
Ms. Payal Varma

Contractual/ Appointment Letter

Dear Payal,

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from **13<sup>th</sup> June, 2022 to 30<sup>th</sup> April, 2023**. Please note that for any extension of the contract beyond 30<sup>th</sup> April 2023, 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 2023.

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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 18,500/- 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**  
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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

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  
375/77, S. V. P. Road, Mumbai-400004.

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

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

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

Jennifer D Cruz  
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



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



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

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Website: www.lldhscoc.in

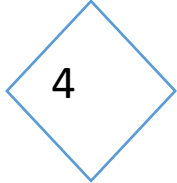
Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4

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

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

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

APPOINTMENT LETTER OF MS. JENNIFER D'CRUZ



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. LDHCOC / 77(A) / 2022-23 Date: 10 / 06 / 2022

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 **13<sup>th</sup> June, 2022 to 30<sup>th</sup> April, 2023**. Please note that for any extension of the contract beyond 30<sup>th</sup> April 2023, 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 2023.

**1. DESIGNATION**  
You will be designated as "In-Charge Principal- 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 23,400/- 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.



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





**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: \_\_\_\_\_

**TERMS & CONDITIONS OF OFFER**

**8. ADDRESS**

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.

**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**

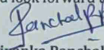
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2. You will be responsible for safe custody of any property handed over to you by the institution and its proper use.
3. In the event if there is any loss or damage to the institution's property when the same was in your custody, you shall be responsible 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.
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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**  
Accepted & acknowledged the receipt of the letter.  
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



SHETH LAJI DAYAL AMALGAMATED TRUST'S  
LILAVATI LAJI 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

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

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

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

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

APPOINTMENT LETTER OF MR. JAYPRAKASH MAURYA

5

SHETH LAJI DAYAL AMALGAMATED TRUST'S  
LILAVATI LAJI 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) MHSI-4  
Ref. No. LLDNCOC 147(A) 2022-23

Univ Affiliation No.: AFF / ICD / 2018-19/731  
Date: 11/06/2022

To,  
Mr. Jayprakash Maurya

**Contractual/ Appointment Letter**

Dear Jayprakash,

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from **13<sup>th</sup> June, 2022 to 30<sup>th</sup> April, 2023**. Please note that for any extension of the contract beyond 30<sup>th</sup> April 2023, 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 2023.

**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 21,000/- 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.



*M.H.*

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



**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

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

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

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

**TERMS & CONDITIONS OF OFFER**

**8. ADDRESS**

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.

**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.

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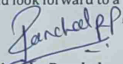
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**11. GENERAL TERMS**

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.
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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


Accepted & Acknowledged the receipt of the letter.  
Lilavati Lalji Dayal Night College of Commerce  
375/77, S. V. P. Road, Mumbai-400004.

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

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

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



  
Jennifer D'cruz  
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



  
(In-Charge Principal)  
Sheth Lalji Dayal Amalgamated Trust's  
Lilavati Lalji Dayal Night College of Commerce  
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**SHETH LALJI DAYAL AMALGAMATED TRUST'S**  
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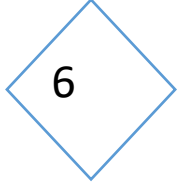
Govt. Order No.: NGC 2018 / (100 / 18) MHSI-4

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

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

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

**APPOINTMENT LETTER OF MS. VEENA SINGH**



**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  
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Govt. Order No.: NGC 2018 / (100 / 18) MHSI-4      Univ Affiliation No.: AFF / ICD / 2018-19/ 731  
Ref. No. LDNCOC / 77 (A) / 2022-23      Date: 09 / 06 / 2022

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 **13<sup>th</sup> June, 2022 to 30<sup>th</sup> April, 2023**. Please note that for any extension of the contract beyond 30<sup>th</sup> April 2023, 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 2023.

**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.

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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 21,500/- 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.  
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(In-Charge Principal)  
Sheth Lalji Dayal Amalgamated Trust's  
Lilavati Lalji Dayal Night College of Commerce  
Charni Road, Mumbai - 400 004



# SHETH LAJJI DAYAL AMALGAMATED TRUST'S LILAVATI LAJJI 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: \_\_\_\_\_

## TERMS & CONDITIONS OF OFFER

**8. ADDRESS**  
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.

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2. You will be responsible for safe custody of any property handed over to you by the Institution and its proper use.
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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.
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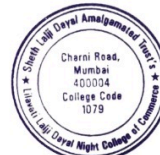
Priyanka Panchal  
Administrator

Jennifer D Cruz  
I/C Principal- Degree College

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

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

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



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



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

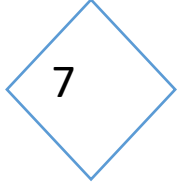
Govt. Order No.: NGC 2018 / (100 / 18) MSHSI-4

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

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

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

APPOINTMENT LETTER OF MS. NADA PATEL



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) MSHSI-4  
Ref. No. LLDNCOC / 77(A) / 2022-23

Univ Affiliation No.: AFF / ICD / 2018-19/ 731  
Date: 10/06/2022

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 **13<sup>th</sup> June, 2022 to 30<sup>th</sup> April, 2023**. Please note that for any extension of the contract beyond 30<sup>th</sup> April 2023, 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 2023.

**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 22,500/- 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.



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

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

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

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

**TERMS & CONDITIONS OF OFFER**

**8. ADDRESS**

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.

**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 credibility 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 credibility 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

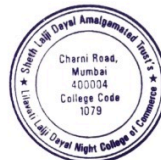
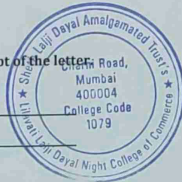
Lilavati Lalji Dayal College of Commerce  
375/377, S. V. P. Road, Mumbai-400004.

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

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

Jennifer D Cruz  
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



(In-Charge Principal)  
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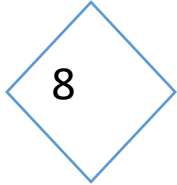
Govt. Order No.: NGC 2018 / (100 / 18) MSHSI-4

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

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

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

APPOINTMENT LETTER OF MS. AARATI PUGAONKAR



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) MSHSI-4  
Ref. No. LLDHCO C / 77 (A) / 2022-23

Univ Affiliation No.: AFF / ICD / 2018-19/ 731  
Date: 09 / 06 / 2022

To,  
Ms. Aarati Pugaonkar

Contractual/ Appointment Letter

Dear Aarati,  
With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from **13<sup>th</sup> June, 2022 to 30<sup>th</sup> April, 2023**. Please note that for any extension of the contract beyond 30<sup>th</sup> April 2023, 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 2023.

**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 30,000/- 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.



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



# 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: \_\_\_\_\_

## TERMS & CONDITIONS OF OFFER

### 8. ADDRESS

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### 9. NOTICE PERIOD

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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

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.
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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.

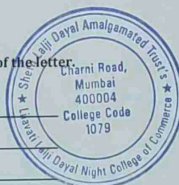
Priyanka Panchal  
Administrator

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

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

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

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



Jennifer D Cruz  
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



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**SHETH LALJI DAYAL AMALGAMATED TRUST'S**  
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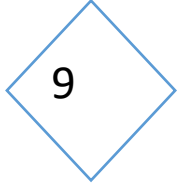
Govt. Order No.: NGC 2018 / (100 / 18) MSHSI-4

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

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

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

**APPOINTMENT LETTER OF MR. PRASAD NAIK**



**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) MSHSI-4  
Ref. No. LLDNOC / 77(A) / 2022-23

Univ Affiliation No.: AFF / ICD / 2018-19/ 731  
Date: 11/06/2022

To,  
Mr. Prasad Naik

**Contractual/ Appointment Letter**

Dear Prasad,

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from **13<sup>th</sup> June, 2022 to 30<sup>th</sup> April, 2025**. Please note that for any extension of the contract beyond 30<sup>th</sup> April 2023, 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 2023.

**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

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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.

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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 19,000/- 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.  
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(In-Charge Principal)  
Sheth Lalji Dayal Amalgamated Trust's  
Lilavati Lalji Dayal Night College of Commerce  
Cherni Road, Mumbai - 400 004



# 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: \_\_\_\_\_

## TERMS & CONDITIONS OF OFFER

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Priyanka Panchal  
Administrator

Administrator

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

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

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

Jennifer D Cruz  
I/C Principal- Degree College

(In-Charge Principal)

Sheth Lalji Dayal Amalgamated Trust's  
Lilavati Lalji Dayal Night College of Commerce  
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Univ Affiliation No.: AFF / ICD / 2018-19/ 731

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

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

APPOINTMENT LETTER OF MR. RAVI SINGH

10

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) MSHSI-4  
Ref. No. LDHSCOC 177(A) 2022-23

Univ Affiliation No.: AFF / ICD / 2018-19/ 731  
Date: 11/06/2022

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 **13<sup>th</sup> June, 2022 to 30<sup>th</sup> April, 2023**. Please note that for any extension of the contract beyond 30<sup>th</sup> April 2023, 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 2023.

**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.

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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**  
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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 20,000/- 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.

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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.



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





# 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: \_\_\_\_\_

## TERMS & CONDITIONS OF OFFER

### 8. ADDRESS

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.

### 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 time to come by.

Priyanka Panchal  
Administrator

Administrator

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

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

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

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



Jennifer D Cruz  
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



(In-Charge Principal)  
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Ref. No. \_\_\_\_\_

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

**APPOINTMENT LETTER OF MR. SALMAN DHOKADIA**

11

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) MHSI-4  
Ref. No. LDHCOG (77(A)) 2022-23

Univ Affiliation No.: AFF / ICD / 2018-19/ 731  
Date: 10/06/2022

To,  
**Mr. Salman Dhokadia**

**Contractual/ Appointment Letter**

Dear Salman,

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from **13<sup>th</sup> June, 2022 to 30<sup>th</sup> April, 2023**. Please note that for any extension of the contract beyond 30<sup>th</sup> April 2023, 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 2023.

**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.

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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 20,000/- per month subject to statutory deductions.  
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• All applicable holidays/breaks declared by the institution will be applicable to you.

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

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

**TERMS & CONDITIONS OF OFFER**

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**11. GENERAL TERMS**

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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.
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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.

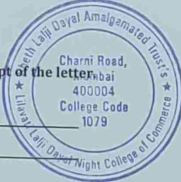
Please sign the copy of the letter indicating your acceptance of the above terms and conditions.

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*  
Priyanka Panchal  
Administrator  
Administrator  
Lilavati Lalji Dayal College of Commerce  
375/377, Sardar Vallabhbhai Patel Road, Mumbai - 400 004.

*Jennifer D Cruz*  
Jennifer D Cruz  
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

Accepted & Acknowledged the receipt of the letter  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_





**(In-Charge Principal)**  
Sheth Lalji Dayal Amalgamated Trust's  
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Ref. No. \_\_\_\_\_

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

APPOINTMENT LETTER OF MS. TANVI THAKKAR

12

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  
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Website: www.lldhscoc.in

Govt. Order No.: NGC 2018 / (100 / 18) MHSI-4  
Ref. No. L D H S C O C / 77(A) / 2022-23

Univ Affiliation No.: AFF / ICD / 2018-19/ 731  
Date: 11 / 06 / 2022

To,  
Ms. Tanvi Thakkar

**Contractual/ Appointment Letter**

Dear Tanvi,

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from **13<sup>th</sup> June, 2022 to 30<sup>th</sup> April, 2023**. Please note that for any extension of the contract beyond 30<sup>th</sup> April 2023, 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 2023.

**1. DESIGNATION**  
You will be designated as "Lecturer- Permanently Unaided section" (Degree College)

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(In-Charge Principal)  
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**TERMS & CONDITIONS OF OFFER**

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

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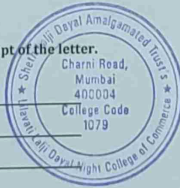
Priyanka Panchal  
Administrator

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

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

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

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



Jennifer D' Cruz  
I/C Principal- Degree College

(In-Charge Principal)  
Sheth Lalji Dayal Amalgamated Trust's  
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