

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/ 733 |
|--|--|
| Ref. No | Date: |

Appoinment Letter of Mr. Jayprakash Maurya - I/C Principal



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. LL DN COC 8.6 2019-20

Univ Affiliation No.: AFF / ICD / 2018-19/731 Date: 10/06/2019

Mr. Jayprakash Maurya,

Contractual/ Appointment Letter

Dear Javprakash Maurya,

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from 13th June, 2019 to 30th April, 2020. Please note that for any extension of the contract beyond 30th April 2020, 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 2020.

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

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

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.

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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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 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 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.
- 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

Lilavaficespoods College Of Codget the receipt of the letter.

375/377, S. V. P. Road, Mumbai-400004.

Name:

Signature:

Date:





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Appointment Letter of Ms. Sameena Mulla



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. LLDNCOC / 8 · 1/2019 - 20

Univ Affiliation No.: AFF / ICD / 2018-19/ 731
Date: 10 06 2019

To, Ms. Sameena Mulla,

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Contractual/Appointment Letter

Dear Sameena,

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from 13th June, 2019 to 30th April, 2020. Please note that for any extension of the contract beyond 30th April 2020, 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 2020.

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 16,000/- 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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| Ref. No | | Date: |
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| be qualified as indis reputation of the in reputation of the in 10. OTHER EMPLO You are not entitle permission from the of the activity desis conflict of interest of the management institution the man you will abide by the 11. GENERAL TERM 1. If at any pose behavior, reconsidered contractual 2. You will be proper use. 3. In the event you shall be from the duse. 4. The manage discretion if by you or managemen so the institution made aware action it may 6. The manage organization please sign the copy of the welcome you to the and look forward to a priyanka Panchal Administrator Administrator | Days) notice period is to be given by you if the orgement reserves the right to terminate with important problems. It is educational activities. PYMENT CONDITIONS If to undertake any other remunerative activity e management. Please note that the application red by you. However, please note that any activity in the same time slot as you have committed to so deems fit that there is a direct / indirect coragement reserves the right to take whatever ace e same. | d guilty of dishonesty, disobedience, disorderly vithout permission or of any other conduct to its interest, or of violation of any terms, this handed over to you by the institution and its sproperty when the same was in your custody, will be at liberty to recover the loss or damage terms of conditions of the appointment at its deliberation, discussion or any form of contest circumstances. Any decision taken by the four any embargo on anybody's social media e on social media would affect the working of sue a note of caution to you. Inspite of being bagement reserves the right to take whatever tion. In your promoting any other institution/ e institution. In your promoting any other institution/ e institution. |
| Name: | | Lilavati Lalji Dayal Night College of Commerce Charni Road, Mumbai - 400 004 |
| Signature: | | |
| Date: | | |





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| Ref. No | Date: |

Appoinment Letter of Mr. Vikas Ghatal



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: Ildhs2000@gmail.com/ info@lldhs.in Website: www.lldhscoc.in

Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4 Ref. No. LLDNCOC 8-2 / 2019 - 20 Univ Affiliation No.: AFF / ICD / 2018-19/731
Date: 10/06/2019

To, Mr. Vikas Ghatal,

Dear Vikas.

Contractual/ Appointment Letter

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from 13th June, 2019 to 30th April, 2020. Please note that for any extension of the contract beyond 30th April 2020, 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 2020.

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

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4. WORK OBLIGATION

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5. PAPER CORRECTION

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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 16,000/- 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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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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Website: www.lldhscoc.in

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| Ref. No | Date: |
| 9, NOTICE PERIOD A Thirty Days (30 Days) notice period is to be given by you if the conflict of the second of the institution of the institution & its educational activities. | ontractual obligation is to be terminated by you. nediate effect on account of any activity that can ny act that has a direct or indirect bearing on the |

10. OTHER EMPLOYMENT CONDITIONS

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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
- 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.
- 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

Jayorakash Maurya

Administrator

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**r brig Paya**l **College of Charge of the receipt of the letter**. 375/377, S. V. P. Road, Mumbai-400004.

Name: Signature:

Date:





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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| Ref. No | Date: |

Appointment Letter of Ms. Aditi Valia



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: Ildhs2000@gmail.com/ info@lldhs.in Website: www.lldhscoc.in

Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4 Ref. No. <u>LLDNCOC</u> | \(\frac{12017}{2017} - 20 Univ Affiliation No.: AFF / ICD / 2018-19/ 731
Date: 10 06 2019

To, Ms. Aditi Valia.

Dear Aditi.

Contractual/ Appointment Letter

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from 13th June, 2019 to 30th April, 2020. Please note that for any extension of the contract beyond 30th April 2020, 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 2020.

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 16,000/- 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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| 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

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

We welcome you to the Lilavati Lalji Dayal High School & College of Commerce as one of our family staff members We welcome you to the Lilavati Laiji Dayai High School & College of Collinette as one of our laining and look forward to a long lasting and a mutually beneficial relationship with you in times to come by V.B. Welliam Priyanka Panchal Jayprakash Maurya

Administrator

Lilavati**Actic Poyal & Alers of Charge of the receipt of the letter.** 375/377, S. V. P. Road, Mumbai-400004. Name:

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

Signature: Date:





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|------------------------------------|---|----|
| Ref. No. | Date: | |

Appointment Letter of Ms. Neha Kazi



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LILAVATI LALII DAYAL NIGHT COLLEGE OF COMMERCE

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Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4 Ref. No. LLDN COC 8:3 2019-20

Univ Affiliation No.: AFF / ICD / 2018-19/ 731 Date: 10 06 2019 -

Ms. Neha Kazi...

Dear Neha.

Contractual/ Appointment Letter

With reference to our discussion, we are pleased to appoint you as a contractual employee with our institution with effect from 13th June, 2019 to 30th April, 2020. Please note that for any extension of the contract beyond 30th April 2020, 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 2020.

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 16,000/- 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.

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.



LILAVATI LALJI DAYAL NIGHT COLLEGE OF COMMERCE

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

F-mail: Ildhs2000@gmail.com/ info@lldhs.in

| Website: www.lldhs Govt. Order No.: NGC 2018 / (100 / 18) MHSHI-4 | Univ Affiliation No.: AFF / ICD / 2018-19/ 73 |
|--|---|
| | Date: |
| Ref. No | <i>Date</i> |
| | |
| | |
| 9. NOTICE PERIOD A Thirty Days (30 Days) notice period is to be given by you if the continuous that the | ontractual obligation is to be terminated by you. mediate effect on account of any activity that can ny act that has a direct or indirect bearing on the |
| 10. OTHER EMPLOYMENT CONDITIONS You are not entitled to undertake any other remunerative activity permission from the management. Please note that the application of the activity desired by you. However, please note that any active conflict of interest or in the same time slot as you have committed to If the management so deems fit that there is a direct / indirect con institution the management reserves the right to take whatever act you will abide by the same. | for the same does not mean automatic sanction vity undertaken by you should not be in direct the institution flict and it is detrimental to the interest of the |
| 11. GENERAL TERMS | |
| If at any point of time, if you become insolvent, or are found behavior, negligence, indiscipline, absence from duty will considered by the institution / management as detrimental to contractual agreement may be terminated without notice. You will be responsible for safe custody of any property he proper use. In the event if there is any loss or damage to the institution's you shall be responsible for the same and the institution will from the dues payable to you. The management reserves the right to change any of the ted discretion if it so deems fit and the same is not open to any do by you or any third party representing you under any management will be final and binding on you in all the cases. The management is progressive in nature and does not put account. However, if the management feels that the presence the institution and its creditability the management will issu made aware of the same if the activity still persists the mana action it may deem fit to ensure the creditability of the institution. The management strictly disallows any contractual employ organization/ belief which is in direct conflict of interest of the Please sign the copy of the letter indicating your acceptance of the above. We welcome you to the Lilavati Lalji Dayal High School & College of Co and look forward to a long lasting and a mutually beneficial relationship Priyanka Panchal Administrator Administrator Lilavati Lalji Payal High School & Manistrator Lilavati Lalji Payal High School & Manistrator Lilavati Lalji Payal High School & Manistrator | ithout permission or of any other conduct to its interest, or of violation of any terms, this anded over to you by the institution and its property when the same was in your custody, ll be at liberty to recover the loss or damage terms of conditions of the appointment at its eliberation, discussion or any form of contest circumstances. Any decision taken by the put any embargo on anybody's social media on social media would affect the working of the anote of caution to you. Inspite of being agement reserves the right to take whatever ion. The promoting any other institution/ institution. The terms and conditions. |
| Name: | Charni Road, Mumbai - 400 004 |
| Signature: Date: | |
| College Code | |