



**SAIBALAJI EDUCATION SOCIETY**  
**INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES**  
**IIMS**

Approved by AICTE, Ministry of HRD, Govt. of India



Ref No: IIMS/0012/ Dec/2013

Date: 25<sup>th</sup> December 2013

To,

Dr. Tripti Sahu

Subject: Appointment as an **Assistant Professor**

Dear Madam,

With reference to your application and subsequent interview you had with us. We are pleased to offer you the position of **Assistant Professor** in our institute namely International Institute of Management Studies, Pune with effect from 1<sup>st</sup> January 2014. Your gross consolidated salary will be Rs-41,800/- Deduction as actual PF, PT, and TDS would be applicable as per norms.

1. You will be responsible for the academic performance and further development of IIMS, Pune.  
Some specific responsibilities for your role are listed as follows:
  - a) Responsible for mentoring of students in the institute.
  - b) Responsible for teaching and Research.
  - c) Responsible for grooming of the students.
  - d) Responsible for Value Addition for the organization.
  - e) Responsible for any other task/assignment given my director/ or as the case may be.
2. You will be present in the institute for 6 days in a week.
3. You have to report daily on duties at 09:00 am except Sunday.

Other Terms and Condition of your Appointment-

- a. You will engage daily your classes & depending upon other work exigencies/requirement.
- b. Your performance will be continuously monitored in your one year of appointment by our top management and you have to excel your performance continuously.
- c. You will maintain all time secrecy of information of your work profile & institute data & you will not do any copy or print or disclose of any information related with our institution & no transfer of such data will be initiated directly or indirectly by you otherwise it will be treated as cyber-crime and it will be dealt seriously.
- d. You will not conduct any private tuitions or private coaching to any institution.
- e. You will not engage any full-time- or part-time job without the written permission of top management of our institute.



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- f. You will promote our Institute's Vision Statement, Mission Statement, Work Culture, Work Ethics and Discipline by presenting your positive behaviour, proper dress code and student centring approach throughout your Contractual period of one year association with us.
- g. If your performance is found excellent in all the respect the top management may take further decision of your future association.
- h. Your contractual services may come to an end by giving one month's writing notice or notice of pay to each other in lieu of notice period.
- i. All other terms and condition of you services will be governed as per the norms of institute, as well as AICTE.
- j. You will submit us all true copies of certificates related with academic, experience, research work, medical, and salary along with the copy of PAN card, Aadhar Card, and two copies of latest passport size photograph as joining formalities.

We wish to you all the best for your future endeavour.

Date: 25-12-2013

For IIMS

(Prof. Manish R Mundada)  
Founder President SBES

Place: Pune

(Designation with Seal)

To,  
The President  
SaiBalaji Education Society  
103, Koregaon Park, South Man Road  
Pune-411001

25/12/2013

## **JOINING LETTER**

Respected Sir,

With reference to your Offer letter –Ref.No: IIMS/0012/Dec/2013, dated 25/12/2013, informing me the post of Assistant Professor in your institution, International Institute of Management studies, IIMS PUNE.

I am glad to accept the position and confirming joining on 1<sup>st</sup> January 2014 at 09:00 hrs.

I agree to all the terms and conditions as per the offer letter and understand that is subjected to the approval by the council.

I assure you to give my best always.

Yours Faith fully

  
Dr. Tripti Sahu





**SAIBALAJI EDUCATION SOCIETY**  
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**Approved by AICTE, Ministry of HRD, Govt. of India**



Ref No: IIMS/0009/ May/2018

Date: 27 May 2018

To,

Dr. Alekh Panda

Subject: Appointment as an **Assistant Professor**

Dear Sir,

With reference to your application and subsequent interview you had with us. We are pleased to offer you the position of **Assistant Professor** in our institute namely International Institute of Management Studies, Pune with effect from 1st June 2018. Your gross consolidated salary will be Rs-70,000/- Deduction as actual PF, PT, and TDS would be applicable as per norms.

1. You will be responsible for the academic performance and further development of IIMS, Pune. Some specific responsibilities for your role are listed as follows:
  - a) Responsible for mentoring of students in the institute.
  - b) Responsible for teaching and Research.
  - c) Responsible for grooming of the students.
  - d) Responsible for Value Addition for the organization.
  - e) Responsible for any other task/assignment given by director/ or as the case may be.
2. You will be present in the institute for 6 days in a week.
3. You have to report daily on duties at 09:00 am except Sunday.

Other Terms and Condition of your Appointment-

- a. You will engage daily your classes & depending upon other work exigencies/requirement.
- b. Your performance will be continuously monitored in your one year of appointment by our top management and you have to excel your performance continuously.
- c. You will maintain all time secrecy of information of your work profile & institute data & you will not do any copy or print or disclose of any information related with our institution & no transfer of such data will be initiated directly or indirectly by you otherwise it will be treated as cyber-crime and it will be dealt seriously.
- d. You will not conduct any private tuitions or private coaching to any institution.
- e. You will not engage any full-time- or part-time job without the written permission of top management of our institute.



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f. You will promote our Institute's Vision Statement, Mission Statement, Work Culture, Work Ethics and Discipline by presenting your positive behaviour, proper dress code and student centring approach throughout your Contractual period of one year association with us.

g. If your performance is found excellent in all the respect the top management may take further decision of your future association.

h. Your contractual services may come to an end by giving one month's writing notice or notice of pay to each other in lieu of notice period.

i. All other terms and condition of you services will be governed as per the norms of institute, as well as AICTE.

j. You will submit us all true copies of certificates related with academic, experience, research work, medical, and salary along with the copy of PAN card, Aadhar Card, and two copies of latest passport size photograph as joining formalities.

We wish to you all the best for your future endeavour.

Date: 27-05-2018

For IIMS

(Prof. Manish R Mundada)  
Founder President SBES

Place: Pune

(Designation with Seal)

To,  
The President  
SaiBalaji Education Society  
103, Koregaon Park, South Man Road  
Pune-411001

27/05/2018

## **JOINING LETTER**

Respected Sir,

With reference to your Offer letter –Ref.No: IIMS/0009/May/2018, dated 27/05/2018, informing me the post of Assistant Professor in your institution, International Institute of Management studies, IIMS PUNE.

I am glad to accept the position and confirming joining on 1<sup>st</sup> June 2018 at 09:00 hrs.

I agree to all the terms and conditions as per the offer letter and understand that is subjected to the approval by the council.

I assure you to give my best always.

Yours Faith fully

  
Dr. Alekh Panda





**SAIBALAJI EDUCATION SOCIETY**  
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**Approved by AICTE, Ministry of HRD, Govt. of India**



Ref No: IIMS/0015/ Dec/2016

Date: 25 Dec 2016

To,

Prof Neha Agarwal

Subject: Appointment as an **Assistant Professor**

Dear Madam,

With reference to your application and subsequent interview you had with us. We are pleased to offer you the position of **Assistant Professor** in our institute namely International Institute of Management Studies, Pune with effect from 1<sup>st</sup> January 2017. Your gross consolidated salary will be Rs-45,000/- Deduction as actual PF, PT, and TDS would be applicable as per norms.

1. You will be responsible for the academic performance and further development of IIMS, Pune.  
Some specific responsibilities for your role are listed as follows:
  - a) Responsible for mentoring of students in the institute.
    - b) Responsible for teaching and Research.
    - c) Responsible for grooming of the students.
    - d) Responsible for Value Addition for the organization.
    - e) Responsible for any other task/assignment given my director/ or as the case may be.
  2. You will be present in the institute for 6 days in a week.
  3. You have to report daily on duties at 09:00 am except Sunday.

Other Terms and Condition of your Appointment-

- a. You will engage daily your classes & depending upon other work exigencies/requirement.
- b. Your performance will be continuously monitored in your one year of appointment by our top management and you have to excel your performance continuously.
- c. You will maintain all time secrecy of information of your work profile & institute data & you will not do any copy or print or disclose of any information related with our institution & no transfer of such data will be initiated directly or indirectly by you otherwise it will be treated as cyber-crime and it will be dealt seriously.
- d. You will not conduct any private tuitions or private coaching to any institution.
- e. You will not engage any full-time- or part-time job without the written permission of top management of our institute.



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- f. You will promote our Institute's Vision Statement, Mission Statement, Work Culture, Work Ethics and Discipline by presenting your positive behaviour, proper dress code and student centring approach throughout your Contractual period of one year association with us.
- g. If your performance is found excellent in all the respect the top management may take further decision of your future association.
- h. Your contractual services may come to an end by giving one month's writing notice or notice of pay to each other in lieu of notice period.
- i. All other terms and condition of you services will be governed as per the norms of institute, as well as AICTE.
- j. You will submit us all true copies of certificates related with academic, experience, research work, medical, and salary along with the copy of PAN card, Aadhar Card, and two copies of latest passport size photograph as joining formalities.

We wish to you all the best for your future endeavour.

Date: 25-12-2016

For IIMS

(Prof. Manish R Mundada)  
Founder President SBES

Place: Pune

(Designation with Seal)



To,  
The President  
SaiBalaji Education Society  
103, Koregaon Park, South Man Road  
Pune-411001

25/12/2016

## **JOINING LETTER**

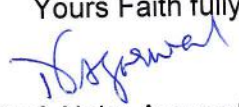
Respected Sir,

With reference to your Offer letter –Ref.No: IIMS/0015/Dec/2016, dated 25/12/2016, informing me the post of Assistant Professor in your institution, International Institute of Management studies, IIMS PUNE.

I am glad to accept the position and confirming joining on 1<sup>st</sup> January 2017 at 09:00 hrs.

I agree to all the terms and conditions as per the offer letter and understand that is subjected to the approval by the council.

I assure you to give my best always.

Yours Faith fully  
  
Prof. Neha Agarwal



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Ref No: IIMS/0008/ June/2019

Date: 20 June 2019

To,

Dr. Geetanjali Shrivastava

Subject: Appointment as an **Assistant Professor**

Dear Madam,

With reference to your application and subsequent interview you had with us. We are pleased to offer you the position of **Assistant Professor** in our institute namely International Institute of Management Studies, Pune with effect from 25<sup>th</sup> June 2019. Your gross consolidated salary will be Rs-60,000/- Deduction as actual PF, PT, and TDS would be applicable as per norms.

1. You will be responsible for the academic performance and further development of IIMS, Pune.  
Some specific responsibilities for your role are listed as follows:
  - a) Responsible for mentoring of students in the institute.
  - b) Responsible for teaching and Research.
  - c) Responsible for grooming of the students.
  - d) Responsible for Value Addition for the organization.
  - e) Responsible for any other task/assignment given my director/ or as the case may be.
2. You will be present in the institute for 6 days in a week.
3. You have to report daily on duties at 09:00 am except Sunday.

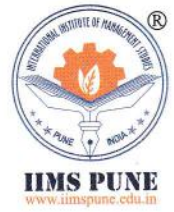
Other Terms and Condition of your Appointment-

- a. You will engage daily your classes & depending upon other work exigencies/requirement.
- b. Your performance will be continuously monitored in your one year of appointment by our top management and you have to excel your performance continuously.
- c. You will maintain all time secrecy of information of your work profile & institute data & you will not do any copy or print or disclose of any information related with our institution & no transfer of such data will be initiated directly or indirectly by you otherwise it will be treated as cyber-crime and it will be dealt seriously.
- d. You will not conduct any private tuitions or private coaching to any institution.
- e. You will not engage any full-time- or part-time job without the written permission of top management of our institute.



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f. You will promote our Institute's Vision Statement, Mission Statement, Work Culture, Work Ethics and Discipline by presenting your positive behaviour, proper dress code and student centring approach throughout your Contractual period of one year association with us.

g. If your performance is found excellent in all the respect the top management may take further decision of your future association.

h. Your contractual services may come to an end by giving one month's writing notice or notice of pay to each other in lieu of notice period.

i. All other terms and condition of you services will be governed as per the norms of institute, as well as AICTE.

j. You will submit us all true copies of certificates related with academic, experience, research work, medical, and salary along with the copy of PAN card, Aadhar Card, and two copies of latest passport size photograph as joining formalities.

We wish to you all the best for your future endeavour.

Date: 20-06-2019

For IIMS

(Prof. Manish R Mundada)  
Founder President SBES

Place: Pune

(Designation with Seal)



To,  
The President  
SaiBalaji Education Society  
103, Koregaon Park, South Man Road  
Pune-411001

20/06/2019

## **JOINING LETTER**

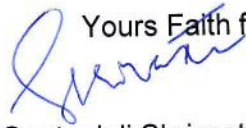
Respected Sir,

With reference to your Offer letter –Ref.No: IIMS/0008/June/2019, dated 20/06/2019, informing me the post of Assistant Professor in your institution, International Institute of Management studies, IIMS PUNE.

I am glad to accept the position and confirming joining on 25th June 2019 at 09:00 hrs.

I agree to all the terms and conditions as per the offer letter and understand that is subjected to the approval by the council.

I assure you to give my best always.

  
Yours Faith fully  
Dr. Geetanjali Shrivastava





SAI BALAJI EDUCATION SOCIETY'S  
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Approved by AICTE, Ministry of HRD, Govt. of India



Letter no.SB/IIMS/ASST\_P/Ofr\_015

September 26,2017

Dr.Diksha Tripathi

A4-501,Whistling Balms,

Wakad, Pune.

**Sub:Offer of Employment for the post of Assistant Professor**

With the reference to your application and the subsequent interview you had with us.We are pleased to offer you the position of **Assistant Professor** in our organization.Your gross consolidated salary will be Rs.30,000/- per month. Deductions would be applicable as per norms.

Your appointment will be as per following terms and conditions:

1. You will be responsible for Teaching of the assigned classes
2. You will be responsible for Mentoring of the students
3. You will be responsible for Preparation of syllabus as per format Provided
4. You will be responsible for observing and also ensuring discipline & order in the institute
5. You will be responsible for Customizing teaching as per the present industry trends and needs.
6. You will be on probation for a period of one year from the date of joining which may be extended or curtailed at the discretion of the management .Your employment may be terminated by the institute either during the probationary period or extend period of probation at any time without assigning reason whatsoever. During the probation period, your performance will be appraised by the management .On the completion of satisfactory service with us during the above period, the management may extend service period after mutual discussion. We are looking forward to have a long term association with you.
7. You will be directly responsible to report to the Director/as the case may be.







SAI BALAJI EDUCATION SOCIETY'S  
**INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES**  
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8. You will be responsible for any other tasks/assignments given by Director/as the case may be.

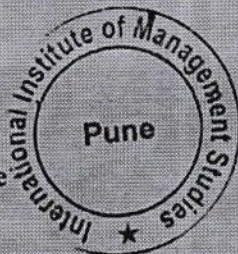
We heartily welcome you to our fraternity, we are sure with your association, which will be mutually beneficial for the best interest of the students, industry and society will be enhanced and enriched.

Thanking You in Anticipation.

Regards,

Dr. Sandip Sane

Director, IIMS





To,  
The President  
SaiBalaji Education Society  
103, Koregaon Park, South Man Road  
Pune-411001

26/09/2017

## **JOINING LETTER**

Respected Sir,

With reference to your Offer letter –Ref.No: SB/IIMS/Asso\_Prof/015, dated 26/09/2017, informing me the post of Assistant Professor in your institution, International Institute of Management studies, IIMS PUNE.

I am glad to accept the position and confirming joining on 1/11/2017 at 09:00 hrs.

I agree to all the terms and conditions as per the offer letter and understand that is subjected to the approval by the council.

I assure you to give my best always.

Yours Faith fully



Dr. Diksha Tripathi



SAIBALAJI EDUCATION SOCIETY  
**INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES**  
**IIMS**

Approved by AICTE, Ministry of HRD, Govt. of India



**IIMS PUNE**

6th November 2017

Letter no.SB/IIMS/ASST\_P/Appt\_1/2016/004006/11/2017

**Dr. Priyanka Rotey**  
**K-2 Building, 9<sup>th</sup> Floor**  
**Flat no. 903, Katepuram Phase II Society**  
**New Sanghavi, Pimple Gurav**  
**Pune-411027**

**Sub: Appointment as Assistant Professor**

With reference to your application and the subsequent interaction you had with us. We are very glad to inform that you have been appointed for the post of **Assistant Professor** in our institute, namely, International Institute of Management Studies, Pune (herein after, the "Institute").

The following terms and conditions shall apply to your appointment at the institute:

1. You are designated as **Assistant Professor** at institute. However, your duties will be flexible in respect to responsibilities considering the job.
2. Your date of joining is 6th November 2017. You will be on probation of one year from the date of joining.
3. Your remuneration will be on Gross Salary of Rs.35,000/-.

**Job Profile:** You will be responsible for academic performance and further development of institute. Some specific responsibilities for your role are listed as follows:

1. You will be responsible for mentoring of students in the Institute.
2. You will be responsible for preparation of syllabus.
3. You will be responsible for customizing teaching as per the industry trends and needs.
4. You will conduct Research, Consultancy and MDP on behalf of the institute.
5. You will be responsible for grooming of the students.
6. You will be responsible for developing value added modules.







SAIBALAJI EDUCATION SOCIETY  
**INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES**  
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**Reporting:** During your employment at IIMS, you shall be reporting to the Director or as the case may be.

**Other Occupation:** During the period of your service with the institute, you shall not, without the prior written consent of the Institute, hold any office of profit outside the Institute or engage yourself with any other employer on part time or on honorarium basis with or without remuneration or any pay whatsoever.

**IPR Clause:** All Intellectual Property Rights (IPR) generated by you during the currency of your employment shall vest in the Institute. You will keep secret of all IPR, copyrights etc. and documents of the institution or its associated companies. No information can be disclosed about any affairs of the institute orally or in writing without instructions from the Director or any other person authorized for this purpose.

**Custody of Document:** Upon leaving the services of the institute for any other reason whatsoever you will handover all the documents, papers, records, books etc. to an officer authorized by the Institute for this purpose.

**Probation/Termination:** You will be on a probation for a period of one year from the date of joining which may be extended or curtailed at the discretion of the management. Your employment may be terminated by the institute either during the probationary period or extend period of probation at any time without assigning reason whatsoever. During the probation period, your performance will be appraised by the management. On the completion of satisfactory service with us during the above period, the management may extend the service period after mutual discussion. We are looking forward to have a long term association with you.

### **General**

1. Working hours will be as per guidelines of AICTE. However, your duties will be flexible in respect to responsibilities considering the requirement of the job.
2. If you intend to resign from the services of the Institute, you are required to give one months' notice in writing, failing which you will have to deposit one months' salary to the institute or same will be recovered from your dues.
3. Your services are liable to be transferred to any other establishment or Institute in the future managed by the Trust.







SAIBALAJI EDUCATION SOCIETY  
**INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES**  
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4. Your appointment is subjected to your acceptance of the existing rules and regulation as framed by the Institute and that may be amended from time to time.

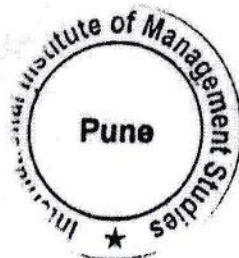
**Acceptance of our Offer:**

We hope you find this offer to be satisfactory for joining the Institution. We welcome you to our fraternity; we are sure that with your wide and enriched experience our group of institutes will help us in realizing the vision and mission of the organization.

Please sign and return the duplicate copy of this letter to signify your acceptance of the above terms and conditions.

**Best Regards,**

  
**Dr. Sandip Sane**  
**Director, IIMS**



To,  
The President  
SaiBalaji Education Society  
103, Koregaon Park, South Man Road  
Pune-411001

06/11/2017

## **JOINING LETTER**

Respected Sir,

With reference to your Offer letter –Ref.No: SB/IIMS/Asst\_P/Appt\_1/2016004006/11/2017, dated 06/11/2017, informing me the post of Assistant Professor in your institution, International Institute of Management studies, IIMS PUNE.

I am glad to accept the position and confirming joining on 06/11/2017 at 09:00 hrs.

I agree to all the terms and conditions as per the offer letter and understand that is subjected to the approval by the council.

I assure you to give my best always.

Yours Faith fully

  
Dr. priyanka Rotey





SAIBALAJI EDUCATION SOCIETY  
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**IIMS**

Approved by AICTE, Ministry of HRD, Govt. of India



Letter no.SB/IIMS/Appt\_ltr/Prf/2019/0001

January 07, 2019

Dr. Shraddha Kulkarni  
RH No. 1, Shree Vashnavi  
Bora Happy Homes  
Jagtap Diary Chowk  
Pimple Nilakh  
Pune- 27

**Sub: Appointment as Professor and Director MDP & Consulting Cell**

With reference to your application and the subsequent interaction you had with us. We are very glad to inform that you have been appointed for the post of Professor and Director MDP & Consulting Cell in our institute, namely, International Institute of Management Studies, Pune (herein after, the "Institute").

The following terms and conditions shall apply to your appointment at the institute:

1. You are designated as **Professor and Director MDP & Consulting Cell** at the institute.
2. Your date of joining is January 07, 2019. You will be on probation of 6 months from the date of joining.
3. Your remuneration will be on Gross Salary of Rs. 1,00,000/-.

Your appointment will be as per following terms and conditions:

**Job Profile:** You will be responsible for the academic performance and further development of IIMS, Pune. Some specific responsibilities for your role are listed as follows:

- a) Initiate New Certificate Program in the form of Evening, Part time Weekend Program.
- b) Enhance and activate MDP and Consulting Cell.
- c) Responsible for mentoring of students in the Institute.
- d) Responsible for Teaching of the assigned classes as would be mutually decided.
- e) ~~Responsible for~~ Responsible for grooming of the students.
- f) Responsible for International Collaborations, Tie ups, MoU, and Study Tour







EDUCATION

SAIBALAJI EDUCATION SOCIETY

# INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES

IIMS

Approved by AICTE, Ministry of HRD, Govt. of India



IIMS PUNE

**Reporting:** During your employment at the institute, you shall be reporting to the Executive Director or as the case may be.

**Other Occupation:** During the period of your service with the institute, you shall not, without the prior written consent of the Institute, hold any office of profit outside the Institute or engage yourself with any other employer on part time or on honorarium basis with or without remuneration or any pay whatsoever.

**IPR Clause:** All Intellectual Property Rights (IPR) generated by you during the currency of your employment shall vest in the Institute. You will keep secret of all IPR, copyrights etc. and documents of the institution or its associated companies. No information can be disclosed about any affairs of the institute orally or in writing without instructions from the Director or any other person authorized for this purpose.

**Custody of Document:** Upon leaving the services of the institute for any other reason whatsoever you will handover all the documents, papers, records, books etc. to an officer authorized by the Institute for this purpose.

**Probation/Termination:** You will be on probation for a period of 6 months from the date of joining which may be extended or curtailed at the discretion of the management. Your employment may be terminated by the institute either during the probationary period or extend period of probation at any time without assigning reason whatsoever. During probationary period, either party can terminate the employment without notice period.

During the probation period, your performance will be appraised by the management. On the completion of satisfactory service with us during the above period, the management may extend the service period after mutual discussion. We are looking forward to have a long term association with you.







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**Salary Break up:**

In hand	96200
Employer PF Contribution	1800
Employee PF Contribution	1800
PT	200
Gross (CTC)	1,00,000

Additional Medical Insurance and Common Transport Facility

**MDP and Consulting:**

MDP and Consulting Income generated by you on your own or from assignments identified by the institute after acceptance of our offer, you will be entitled for a share of 50% based on Institute's policy guidelines.

**New Program Development:**

Program Development Income generated after acceptance of our offer, you will be entitled for a share of 20% based on Institute's policy guidelines.

**General**

1. Working hours will be as per guidelines of AICTE. However, your duties will be flexible in respect to responsibilities considering the requirement of the job.
2. If you intend to resign from the services of the Institute, you are required to give one months' notice in writing, failing which you will have to deposit one months' salary to the institute or same will be recovered from your dues.
3. Your services are liable to be transferred to any other establishment or Institute in the future managed by the Trust.
4. Your appointment is subjected to your acceptance of the existing rules and regulation as framed by the Institute and that may be amended from time to time.



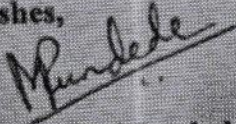


Acceptance of our Offer:

We hope you find this offer to be satisfactory for joining the Institution. We welcome you to our fraternity; we are sure that with your wide and enriched experience our group of institutes will help us in realizing the vision and mission of the organization.

Please sign and return the duplicate copy of this letter to signify your acceptance of the above terms and conditions.

Best Wishes,



Prof. Manish R. Mundada  
Founder President, SBES



To,  
The President  
SaiBalaji Education Society  
103, Koregaon Park, South Man Road  
Pune-411001

07/01/2019

## **JOINING LETTER**

Respected Sir,

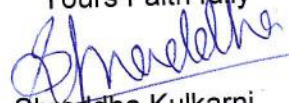
With reference to your Offer letter –Ref.No:SB/IIMS/Apptltr/Prf/2019/001, dated January 7,2019, informing me the post of Assistant Professor in your institution, International Institute of Management studies, IIMS PUNE.

I am glad to accept the position and confirming joining on 7<sup>th</sup> January 2019 at 09:00 hrs.

I agree to all the terms and conditions as per the offer letter and understand that is subjected to the approval by the council.

I assure you to give my best always.

Yours Faith fully

  
Dr. Shraddha Kulkarni





SAIBALAJI EDUCATION SOCIETY  
**INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES**  
**IIMS**

Approved by AICTE, Ministry of HRD, Govt. of India



**IIMS PUNE**

SB/IIMS/Asso Prof/0008

Date: 06/09/2019

**Dr. Lokesh Arora**

**Sub: Offer of Employment for the position of Associate Professor and HoD of Marketing Department**

With reference to your application and the subsequent interview you had with us. We are pleased to offer you the position of **Associate Professor** in our institute, namely, International Institute of Management Studies, Pune. Your gross CTC will be Rs. 80,000/- per month. Deductions would be applicable as per norms.

1. You will be responsible for the academic performance and further development of IIMS, Pune. Some specific responsibilities for your role are listed as follows:
  - a. Prime role will be HoD, Marketing Department, and, to provide strong academic leadership in line with faculty, student and institute's plans and direction.
  - b. Responsible for mentoring Marketing Specialization students in the Institute.
  - c. Grooming students, organizing CV building, GD and Interview(s) skills development sessions, counseling and mentoring of students from summers internship and placements point of view.
  - d. Responsible for mentoring of students in the Institute.
  - e. Responsible for Teaching of the assigned classes as would be mutually decided.
  - f. Responsible for MDP, Research, and Consultancy in Marketing area.
  - g. Responsible for grooming of the students.
  - h. Responsible for Preparation of syllabus as per format provided.
  - i. Responsible for any other tasks/assignments given by Director/or as the case may be.







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**INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES**  
**IIMS**

Approved by AICTE, Ministry of HRD, Govt. of India



2. You will be on probation for a period of 6 months from the date of joining which may be extended or curtailed at the discretion of the management. Your employment may be terminated by the institute either during the probationary period or extend period of probation at any time without assigning reason whatsoever. During probationary period, either party can terminate the employment without notice period.  
During the probation period, your performance will be appraised by the management. On the completion of satisfactory service with us during the above period, the management may extend the service period after mutual discussion. We are looking forward to have a long term association with you.

3. Your Salary break up is as follows:

In hand	76,200
Employer PF Contribution	1800
Employee PF Contribution	1800
PT	200
Gross (CTC)	80,000

Additional Medical Insurance and Common Transport Facility

4. At the time of your joining or before, you should submit to us the following documents:

Copies of your :10<sup>th</sup>/ 12<sup>th</sup> Class passing certificate

- : Graduation Degree
- : Post Graduation degree/ diploma/ certificates
- : Work Experience Certificate (s)
- : All Documents in support of your candidature
- : Relieving Certificate
- : Recent photograph- 4 nos

You are required to join duties on or before September 15, 2019.

We request you to convey your acceptance.

We heartily welcome you to our fraternity; we are sure with your association, which will be mutually beneficial, the best interest of the students, industry and society will be enhanced and enriched.

Best Wishes

Prof. Manish R. Mundada  
Founder President, SBES





To,  
The President  
SaiBalaji Education Society  
103, Koregaon Park, South Man Road  
Pune-411001

06/09/2019

## **JOINING LETTER**

Respected Sir,

With reference to your Offer letter –Ref.No: SB/IIMS/Asso\_Prof/0008, dated 06/09/2019, informing me the post of Associate Professor in your institution, International Institute of Management studies, IIMS PUNE.

I am glad to accept the position and confirming joining on 15<sup>th</sup> September 2019 at 09:00 hrs.

I agree to all the terms and conditions as per the offer letter and understand that is subjected to the approval by the council.

I assure you to give my best always.

Yours Faith fully



Dr. Lokesh Arora