



Deviprasad Goenka
management college of media studies

R.S. Campus, S. V. Road,
Malad (W), Mumbai - 400 064
Tel No.: +91 22 6681 2351
Fax No.: +91 22 2877 3497
www.dgmcms.org.in
info@dgmcms.org.in

03rd September 2020

Ms. Anchal Jain
1501, Maurya SRA,
Ganeshwadi, Govandi Station Road,
Chambur,
Mumbai - 400 088.

Subject: Appointment Letter as 'Asst. Professor - Media & Mass Communication'

Dear Ms. Jain,

We have pleasure in appointing you as 'Asst. Professor - Media & Mass Communication (Probation)' of 'Deviprasad Goenka Management College of Media Studies' and with effect from 01st September 2020 on probation for period of 02 Years. Your appointment shall be governed by the rules, regulations and statutes as prescribed by your employers' Rajasthani Sammelan Education Trust and not inconsistent with the Act, statutes and Rules of the University and of the Government Of Maharashtra as well as AICTE in force as of today and as modified by the University, AICTE and Government Of Maharashtra from time to time.

1) **Medical Fitness:**

Your appointment with us will be subject to you being medically fit in the opinion of the doctor appointed by us (if so desire).

2) **Reporting:**

You will report daily to the Principal, or any person that the Management may ask you to do from time to time.

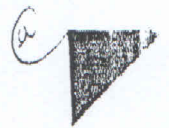
3) **Remuneration Package**

Your appointment shall be on contractual basis and your annual CTC (Cost to Company) monthly will be as per the attached sheet. This amount will be subject to deduction of Income tax, Professional Tax and other deductions as applicable.

4) **Leave:**

You will be entitled for leaves as per the rules and regulations of 'Deviprasad Goenka Management College of Media Studies' being framed from time to time. Leave cannot be claimed as a matter of right and can only be availed with prior approval. Approval of leave will depend on requirements of the institution and the discretion of the Management. Except in unavoidable circumstances, applications for leave must be submitted in advance, stating reasons.

A Rajasthani Sammelan
Educational Endeavour





5) **Working Hours:**

You will report 6 days a week Monday to Saturday for minimum of 45 hrs. per week. You will be expected during your working hours to render your services for any of the institutions run by the Rajasthani Sammelan Education Trust or Sister Institutions that the Management deems fit.

You will be expected to actively participate and involve even the students in any Formal Celebration/Events hosted by any of the Institutions run by the Rajasthani Sammelan Education Trust even if held on the weekends. You will be required to assist the college in administrative matters along with academic duties.

6) **Probation Period:**

You will be on probation for a period of 24 months from your date of joining the institution, which could be extended or reduced at the sole discretion of the management. In case if your performance is not found satisfactory, your services will be terminated any time during the probation and you will not be entitled to any notice/termination benefit. If your performance is found satisfactory you will by a letter in writing, be confirmed in the employment of 'Deviprasad Goenka Management College of Media Studies' after the completion of the probation period.

Note: Your confirmation is subject to approval from university.

7) **Service termination Clause:**

Your services can be terminated by giving notice of 03 months from either side. However, in the event of your resignation, the institution in its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period of 03 months, without any pay in lieu of the notice period. In any case you will not leave the services during the academic year.

On satisfactory completion of the probation period and after your confirmation in writing except for the reasons mentioned in the appointment letter, your services can be terminated by giving notice of 03 months.

However, in the event of your resignation (during probation or otherwise) you will be required to serve notice of 3 months or pay salary in lieu of notice. In case if you do not serve the notice you shall be liable to indemnify the losses incurred by the institution of you abruptly leaving the services.

Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term 'misconduct' in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of indiscipline or inefficiency.

8) **Duties and Responsibilities:**

As per the attached sheet

9) **Rules & Regulations:**

During the period of your employment, you will be bound by the rules and regulations of our Educational Institution as amended from time to time. You shall be always well groomed and well turned out and will be expected to set an example of exemplary conduct and discipline at the work place.



(Handwritten mark)





10) Retirement Age: (N.A.)

You will automatically retire from the service of the institution on attaining the superannuation age of 55 years. You are liable for retirement even prior to your reaching the retirement age, if you are found to be physically or mentally unfit to carry out your duties.

11) Changes in address/Other information:

You will in writing intimate to the management any changes within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

12) Outside interest:

You will devote your entire time to the work of the institution and will not undertake any direct / indirect business or work, honorary or remuneratory except with the written permission of the Management in each case.

13) Secrecy and Confidentiality:

You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our policies, strategies, systems, software's, technical knowhow, security arrangements, administrative and /or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of you being our employee.
You shall keep confidential all the information and material provided to you by the Institution. This also includes secret information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Institution. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. You will not indulge in any business or profession for gain or not, while in the service of the institution, or after duty hours, or off days or holidays without the written permission from the management.

14) Return of Documents/records:

You shall be responsible for the safe custody of all the documents, stores and valuables assigned to you for your duties and will bear the consequences thereof for their losses and damages.

15) Transfer Clause:

You will be expected during your working hours to render your services for any of the Institutions run by the Rajasthani Sammelan Education Trust or sister institutions the Management deems fit or can you be transferred to any other institution run by Rajasthani Sammelan Education Trust or sister institutions that Management deems fit.

16) Legal Right:

No indulgence or waiving of right or forbearance of taking action shown by the establishment will be treated as giving up of any of their right under this contract and shall not preclude the institution from enforcing its rights and remedies.



Handwritten signature or initials and a dark triangular mark.



Deviprasad Goenka
management college of media studies

R.S. Campus, S. V. Road,
Malad (W), Mumbai - 400 063
Tel No.: +91 22 6681 2351
Fax No.: +91 22 2877 3497
www.dgmcms.org.in
info@dgmcms.org.in

17) Changes in Service Condition:

Any additions or variations in above terms and conditions will not be valid unless expressed in writing to the Appointing Authority or any other person authorized by the institution.

18) Acceptance of our offer:

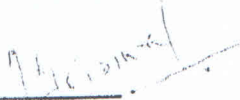
We hope you find this offer to be satisfactory for joining the Institution. We are greatly impressed by your caliber and special skills. We have great hopes on your ability to help us build a successful enterprise, while developing an excellent career for yourself.

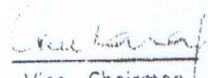
We welcome you, and look forward to a fruitful collaboration.

Thanking you,

Sincerely,

For Deviprasad Goenka Management College of Media Studies


Hon. Secretary
Kailash Kejriwal


Vice - Chairman
Ashok Saraf

Acknowledgement and Acceptance

I, Anchal Jain, have read and understood the above terms and conditions and hereby signify my acceptance of the same.

Signature: 

Date: 1/10/2020



Electronic Certificate No.: 142029230



University Grants Commission
NATIONAL EDUCATIONAL TESTING BUREAU



NATIONAL ELIGIBILITY TEST FOR ASSISTANT PROFESSOR

UGC Ref. No.: 29230/(NET-DEC. 2014)

Roll No.: 41740001



Certified that ANCHAL JAIN

Son/Daughter of AMBUJ JAIN

and ANJALI JAIN

has qualified

the UGC-NET for eligibility for Assistant Professor held on 28-12-2014
in the Subject WOMEN STUDIES

As per the information provided by the candidate, he/she had completed his/her Master's degree or equivalent examination at the time of applying for NET.

The date of eligibility for Assistant Professor is the date of declaration of NET result, i.e., 15th June, 2015, OR the date of completion of Master's degree or equivalent examination with required percentage of Marks within two years from the date of declaration of NET result, i.e., by 14th June, 2017, whichever is later.

This is an electronic certificate only and its authenticity should be verified from the UGC by the employer. This electronic certificate can also be verified by scanning QR Bar Code printed on the electronic certificate.

Validity of this electronic certificate is forever.

Date of Issue: 23-08-2018



Surender Singh

Head
NET Bureau

Note: a) UGC has issued the electronic certificate on the basis of information provided by the candidate in his/her Application Form. The appointing authority should verify the original records/certificates of the candidate while considering him/her for appointment, as the Commission is not responsible for the same. The candidate must fulfil the minimum eligibility conditions for NET as laid down in the notification for UGC-NET.

b) Wherever PWD is shown in the UGC Ref. No., the recruitment body should check the relevant documents of disabilities.