Swami Vivekanand College of Engineering
(Approved by: AICTE, New Delhi • Affiliated to RGPV, Bhopal and DAVV, Indore• Recognised by : DTE Govt. of MP)
Campus : Khandwa Road, Indore-452020 (M.P.) Phone : +91- 07324-405000
• Email : info@svceindore.ac.in • Website : www.svce.vivekanandgroup.com

Declaration

Metric 2.2

I declare that all the data, pictures, reports and other information enclosed in the metric are authentic to the best of my knowledge.

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OG ENGINEERING
KHANDWA ROAD, INDORE

Principal

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Swami Vivekanand Takniki Sansthan

Khandwa Road, Near Tol Naka, Indore - 452 020 (M.P.)
Ph. : +91-731-3296144, 3296149, 07324 - 405000 Fax : 91-07324-405200
Email : info@svceindore.ac.in ● website : www. vivekanandgroup.com

Reg. No. IND/5628/2001

SVCE /HR/Appointment/2019-20/29

Date: 01/08/2019

To,
Dr. Pradeep kumar Patil
Flat No. 207 Arihant App
2A Silicon City
Indore

Subject: Appointment letter for the post of Principal of SVCE.

Dr. Pradeep,

This has reference for the post of Principal of SVCE with effect from the date of your 02.08.2019.

1. You will be required to report to the Management.
2. In addition to Engineering Department activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
5. In addition to your normal duties as Principal, You will be required to assist the Institute of Swami vivekanand Group of Institutions, as and when required to do so by the Management.
6. One month's notice is required from either side to terminate this appointment.
7. You are expected to maintain high standard of the corporate life of the Institute.
8. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Secretary

Above Terms & Conditions accepted

CC: Principal, Swami Vivekanand College of Pharmacy.
Account section.
All HOD's.
HR Department

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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Swami Vivekanand College of Engineering

SVCE/Appointment/Mechanical/2017-18/

Date: - 26/12/2017
INDORE
SVCE

Mr. Ajay Bhargava
D-14/172, Kanchanjanganga Apartment
Scheme No 59, Amitesh Nagar Indore

ORDER OF APPOINTMENT

Dear Ajay

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed to the post of Professor in Mechanical Department your appointment is on full time basis for a period of one year in the pay band of Rs. 15600-39100 on a Basic Salary of Rs. 15600/- and Grade Pay Rs. 8000/-, Conveyance Rs. 1600/-and other allowance Rs. 9800/- with total emolument of Rs 35,000/- the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on 22-Dec-2017. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- Mechanical Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the Institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

PRINCIPAL
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Acceptance

PRINCIPAL
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KHANDWA ROAD, INDORE

Cont Page2

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COLLEGE OF ENGINEERING

Swami Vivekanand College of Engineering

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVGI/HR/2022-23/025

Date: 19.06.2023

Mr. Abhishek Soni
Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Mechanical Engineering Department of SVCE.

Dear Mr. Abhishek Soni,

This has reference to your application for the post of Assistant Professor in *Mechanical Engineering Department* and the subsequent interview held on *10th July 2022*. The management is happy to offer you the post of Assistant Professor in Mechanical Engineering Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.
Thanking You

Yours Sincerely

Dr. Pradeep Kumar Patil
Principal

Above Terms & Conditions accepted

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is **2nd August, 2022** in the salary of **Rs. 21,600**/p.m. CTC.)
Personal File

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVCE/HR/2020-21/07

Date: 01.09.2020

Mr. Alok Kumar Khore
173, Anuradha Nagar Ext.
Tejaji Nagar, Indore (M.P.)

Subject: Appointment letter for the post of Assistant Professor in the Mechanical Department, of SVGI.

Dear Alok Kumar,

This has reference to your application for the post of Assistant Professor in *Mechanical Department* and the subsequent interview held on *25 August 2020*. The management is happy to offer you the post of Assistant Professor in Mechanical Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Mechanical Faculty, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

CC: Principal, Swami Vivekanand College of Engineering/HOD
Account section (His date of joining is 1st September, 2020 in the salary of Rs. 32000/p.m. CTC.
Personal File

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KHANDWA ROAD, INDORE

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

SVCE/Appointment/Teaching/2018-19/ 85

Date: - 28/07/ 2018

Mr. Amit Pandey
52, Brajeshwari Extention, Pipliyahana
Indore

ORDER OF APPOINTMENT

Dear Amit

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Mechanical Department your appointment is on full time basis for a period of one year in the pay band of **Rs. 15600-39100** on a **Basic Salary of Rs. 15,600/- and D.A Rs. 800/-** with total emolument of **Rs 16,400/-** per month including all allowances the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **30-July-2018**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD- Mechanical.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

PRINCIPAL
COLLEGE
INDORE

Acceptance..... 31.01.19

Cont Page 2

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SVCE/Appointment/Teaching/2015-16/

Date: September 5th, 2016

Mr. Arvind Patidar
63, Mangal Nagar
Near Bichali Hapsi
Indore (M.P)

Dear Arvind

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor – Mechanical Engineering Department. Your appointment is on full time basis for a period of one year in the Basic Salary of Rs. 15,600 in the pay band of Rs. 15600-39100 - and grade pay Rs. 8000/-other Rs. 9,400/- with total emolument of Rs. 27,000/- per Month including all allowances; the deductions will be as per rules. Your performance will be assessed during first three months' for continuation of service for the ensuing period of one year.

You are required to join on September 5th, 2016. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- Mecanical.

The terms & conditions would be as under:

Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee.

Working Hours: Timings of our Institute are 8:30 AM to 4:30 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our business. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the Institute after serving one month's notice as per norms.

Dress Code: Since each employee is a representative of the Institute, you must pay attention to personnel grooming and hygiene. We recommended dress [illegible] expect you to follow a dress code provided by the institute which helps you to [illegible] our Students, potential employees and the community we are a part of. Hence it is [illegible] you to maintain and maintain proper dress code and general appearance during office hours [illegible] and in a manner consistent with the nature of work performed.

Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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ESTT/APPT/2010-11/03/

March 31st, 2011

Mr. Baldev Singh Arora
277-B, Sangam Nagar,
INDORE – (M.P.)

Sub: Appointment for the post of **Assistant Professor** in **Mechanical Engineering.**

Dear ,

I am pleased to inform you that you have been appointed as **Assistant Professor** in **Mechanical Engineering** on a **basic salary Rs. 15,600** in the pay bend of **Rs. 15600-39100 and grade pay Rs. 4,400/-** with Total emolument of **Rs. 20,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **Three month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **Three month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

R. Ghodgaonkar

Dr. R.B. Ghodgaonkar
Director

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

Received
B. Singh

PRINCIPAL
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KHANDWA ROAD, INDORE

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ESTT/APPT/2013-14/05/

May 31st, 2014

Mr. Rahul Joshi
INDORE(M.P.)

Sub: Appointment for the post of **Assistant Professor** in **Mechanical Engineering Department.**

Dear Mr. Rahul Joshi,

I am pleased to inform you that you have been appointed as **Assistant Professor** in **Mechanical Engineering Department** on a basic salary of **Rs. 15,600/-+ Grade Pay Rs. 8,000/- and Others Allowance Rs. 11,400/-** in the pay band of **Rs. 15600-39100** with Total emolument of **Rs. 35,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **One Month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **One month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. U.B.S. Chandrawat
Principal (SVCE)

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

City Office : 404, D. M. Tower, Janjirwala Chourha, Indore (M.P.) Phone :+91-0731-4082047

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● Email : info@svceindore.ac.in ● Website : www.vivekanandgroup.com

REF: SVGI/HR/2022-23/017

Date: 27.06.2022

Dr. Rajesh Joshi
Bakshi Bagh Colony
Indore, MP

Subject: Appointment letter for the post of Professor in the Mechanical Engineering Department of SVCE.

Dear Dr. Rajesh Joshi

This has reference to your application for the post of Assistant Professor in *Mechanical Engineering Department* and the subsequent interview held on *21st May 2022*. The management is happy to offer you the post of Assistant Professor in Mechanical Engineering Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.
Thanking You

Yours Sincerely

Dr. Pradeep Kumar Patil
Principal

Above Terms & Conditions accepted

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is **27th June, 2022** in the salary of **Rs. 67,000**/p.m. CTC.)
Personal File

Swami Vivekanand College of Engineering

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ESTT/APPT/2013-14/11/

November 29th, 2013

Mr. Manoj Sharma

Sub: Appointment for the post of **Assistant Professor** in **Mechanical Engineering**

Dear Mr. Manoj Sharma,

I am pleased to inform you that you have been appointed as **Assistant Professor** in **Mechanical Engineering** on a basic salary of **Rs. 15,600/-+ Grade Pay Rs. 8,000/- and Others Allowance Rs. 6400/-** in the pay band of **Rs. 15600-39100** with Total emolument of Rs. 30,000/- per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **within one month.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **One Month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **One month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. U.B.S. Chandrawat
Principal (SVCE)

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

City Office : 404, D. M. Tower, Janjirwala Chourha, Indore (M.P.) Phone :+91-0731-4082047

Seen A/C

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Swami Vivekanand College of Engineering

(An ISO 9001 : 2008 Certified Institute)

(Approved by AICTE, New Delhi • Affiliated to RGPV, Bhopal • Recognised by DTE Govt. of MP)
Campus : Khandwa Road, Near Toll Naka, Indore-452020 (M.P.) Phone : +91-731-2965144, +91-07324-405200
• Fax : +91-07324-405200 • Email : svcendore@gmail.in • Website : www.svcendore.ac.in

ESTT/APPT/2013-14/05/

May 31st, 2014

Mr. Mayank Ladha
INDORE(M.P.)

Sub: Appointment for the post of **Assistant Professor** in Mechanical Engineering Department.

Dear Mr. Mayank Ladha,

I am pleased to inform you that you have been appointed as **Assistant Professor** in **Mechanical Engineering Department** on a basic salary of Rs. 15,600/-+ Grade Pay Rs. 8,000/- and Others Allowance Rs. 3,400/- in the pay band of Rs. 15600-39100 with Total emolument of Rs. 27,000/- per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basis per month during the probation period.
6. That this appointment can be terminated with One Month notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period you will be required to give One month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties.

Thanking you,
Yours Sincerely,

Dr. U.B.S. Chandrawat
Principal (SVCE)

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Mayank

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

SVCL/Appointment/Teaching/2015-16/

Ms. Priyanka Potghan
97/2 Nanda Nagar
Indore (M P)
Mob : 91 91798 19024

Date: July 20th, 2016

Dear Ms. Priyanka

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Lecturer - Mechanical Engineering Department. Your appointment is on full time basis for a period of one year in the pay scale of Rs.15600-39100 on a Basic Salary of Rs 15600 and grade pay Rs8000/-and other Allowance1400/- with total emolument of Rs 25000/- the deductions will be as per rule. Your performance will be assessed during first three month's for continuation of service for the ensuing period of the first year.

You are required to join on 20 July, 2016. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous organization within a week of your joining (If applicable). You shall report to HOD Mechanical Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you project a professional image to our students, potential employees and the community we are a part of Hence it essential you take pride in your appearance and maintain proper dress code and general appearance during office hours. You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing on mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Cont. Page 2

Acceptance.....

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www.vivekanandgroup.com

Swami Vivekanand College of Engineering
INDORE
SVCE

SVCE/Appointment/Teaching/2016-17/

Date: - 07/09/ 2017

Mr. Rahul Nandwal
544/7 Nanda Nagar
Indore (M.P)

ORDER OF APPOINTMENT

Dear Rahul

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Mechanical Department your appointment is on full time basis for a period of one year in the pay band of Rs. 15600-39100 and Grade pay Rs. 4,400/-on a Basic Salary of Rs. 15,600/- and total emolument of Rs 1 0,000/-Per month the deductions will be as per rule, Your performante will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on 01-Sep-2017. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- Mechanical - Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the Institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the Institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

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Acceptance.....

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ESTT/APPT/2013-14/02/

Mr. Rajesh Rathore

February 28th, 2014

Sub: Appointment for the post of **Assistant Professor** in **Mechanical Engineering Department.**

Dear Mr. Rajesh Rathore,

I am pleased to inform you that you have been appointed as **Assistant Professor** in **Mechanical Engineering Department** on a basic salary of **Rs. 15,600/-+ Grade Pay Rs. 6,900/-** in the pay band of **Rs. 15600-39100** with Total emolument of **Rs. 22,500/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **within one month.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **One Month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **One month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. U.B.S. Chandrawat
Principal (SVCE)

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

City Office : 404, D. M. Tower, Janjirwala Chourha, Indore (M.P.) Phone :+91-0731-4082047

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SVCE/Appointment/Teaching/2016-17/ 117

Dates: January 20th, 2017

Mr. Ritesh Tiwari
82-A Balaji Enclave, Talawali Chanda,
Indore-(M.P)

Dear Ritesh

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor– Mechanical Engineering Department.** Your appointment is on full time basis for a period of one year in the pay scale of **Rs.15600-39100** on a Basic Salary of Rs **15600** and Grade pay Rs. **8000/- + Conveyance Allowance Rs. 1600/- and other Allowance Rs. 5800/-** with total emolument of **Rs 31,000/-** the deductions will be as per rule.

You are required to join on **23th January, 2017.** Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD ME. Department.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University.

2. **Working Hours:** Timings of our Institute are 8:30 AM to 4:30 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance.....

Cont. Page 2

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Swami Vivekanand Engineering
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SVCE

SVCE/Appointment/Teaching/2016-17/ Date: - 31/08/ 2017

Mr. Sandeep Badlani
Flat No.104 Moti Mahal Apartment Khatiwala Tank
Indore

ORDER OF APPOINTMENT

Dear Sandeep

With reference to your application and Interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Mechanical Department your appointment is on full time basis for a period of one year in the pay band of **Rs. 15600-39100** on a Basic Salary of Rs. 15600/- and **Grade Pay Rs. 7,900/-** with total emolument of **Rs** 23,500 the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **28-Aug-2017**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD- M.E Department.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of ypur one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code**: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

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Acceptance.....

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVGI/HR/2022-23/018 Date: 21.11.2022

Mr. Shrikant Choudhary
Newyork City
Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Mechanical Department of SVCE.

Dear Mr. Shrikant,

This has reference to your application for the post of Assistant Professor in *Mechanical Department* and the subsequent interview held on *12th October 2022*. The management is happy to offer you the post of Assistant Professor in Mechanical Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.
Thanking You

Yours Sincerely

21/11

Sachin Mishra
Director

Above Terms & Conditions accepted

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is **09th November, 2022** in the salary of **Rs. 19,000**/p.m. CTC.)
Personal File

Received By Shrikant 9/12/22

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KHANDWA ROAD, INDORE

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

SVCE /HR/Appointment/2019-20/214 Date: 01/07/2019

To,
Mr. Shubham Shah,
100, Chetan Nagar,
Indore.

Subject: Appointment letter for the post of Asst. Professor of Mechanical Department.

Mr. Shubham

This has reference for the post of Asst. Professor of Mechanical Department with effect from the date of your 01.07.2019.

1. You will be required to report to the Management.
2. In addition to Engineering Department activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
5. In addition to your normal duties as Asst. Professor of Mechanical Department, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
6. One month's notice is required from either side to terminate this appointment.
7. You are expected to maintain high standard of the corporate life of the Institute.
8. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Principal

Above Terms & Conditions accepted

CC : Secretary S.V.T.S. Indore for kind information
Account section.
HOD's.
HR Department

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVCE/HR/2020-21/08

Date: 01.09.2020

Mr. Vijay Patidar
Vill.+Post – Dhamedi, Teh. Piploda
Ratlam (M.P.)

Subject: Appointment letter for the post of Assistant Professor in the Mechanical Department, of SVGI.

Dear Vijay,

This has reference to your application for the post of Assistant Professor in *Mechanical Department* and the subsequent interview held on *25 August 2020*. The management is happy to offer you the post of Assistant Professor in Mechanical Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Mechanical Faculty, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

CC : Principal, Swami Vivekanand College of Engineering/HOD.
Account section (His date of joining is 1st September, 2020 in the salary of Rs. 35000/p.m. CTC.
Personal File

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SVCE

ESTT/APPT/2013-14/07/ July 9th , 2014

Mr. Vishal Wankhade
INDORE(M.P.)

Sub: Appointment for the post of **Assistant Professor** in Mechanical Engineering Department.

Dear Mr. Vishal Wankhade,
I am pleased to inform you that you have been appointed as **Assistant Professor** in Mechanical **Engineering Department** on a basic salary of **Rs. 15,600/-+ Grade Pay Rs. 8,000/- and Others Allowance Rs. 400/-** in the pay band of **Rs. 15600-39100** with Total emolument of **Rs. 24,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **One Month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **One month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. U.B.S. Chandrawat
Principal (SVCE)

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

City Office : 404, D. M. Tower, Janjirwala Chourha, Indore (M.P.) Phone :+91-0731-4082047

Self attested
26/05/2023

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REF: SVGI/HR/2023-24/017 Date: 19.06.2023

Mr. Ashish Pathak
Aashish Nagar,
Khandwa Road, Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Mechanical Engineering Department of SVCE.

Dear Mr. Ashish Pathak,

This has reference to your application for the post of Assistant Professor in *Mechanical Engineering Department* and the subsequent interview held on *21st May 2023*. The management is happy to offer you the post of Assistant Professor in Mechanical Engineering Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.
Thanking You

Yours Sincerely

Dr. Pradeep Kumar Patil
Principal

Above Terms & Conditions accepted

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is **19th June, 2023** in the salary of **Rs. 21,600**/p.m. CTC.)
Personal File

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ore Road, Near Toll Naka, Indore - 452 020 (M.P.) ☎ 07324-405000
@svgiindore.ac.in ● www.vivekanandgroup.com

Swami Vivekanand College of Engineering
INDORE
SVGE

CE/Appointment/Teaching/2016-17/

Date: - 07/09/2017

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t. No 155 Idea Multi
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ORDER OF APPOINTMENT

ference to your application and interview held in our office, we are glad to inform you that you have been appointed of Assistant Professor in Mechanical Department your appointment is on full time basis for a period of one year band of Rs. 8,500/- on a Basic Salary of Rs. 8,500/- and total emolument of Rs 8,500 the deductions will be as Your performance will be assessed during first three months' for continuation of service for the ensuing period of year.

are required to join on 04-Sep-2017. Please bring originals & one set of photocopies of relevant documents while ng and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous nization within a week of your joining (If applicable). You shall report to HOD- Mechanical- Department.

erms & conditions would be as under:

- Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

- Working Hours: Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with t to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary ion and may even result in termination of your services. In regards of your salary 10% of your salary will be ducted every month till amount of your one month salary is deposited with us. Same will be returned to you at e time you will be leaving the Institute after serving one month's notice as per norms.

Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

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Acceptance

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Fax : +91-07324-405200 • Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

SVCE/Appointment/Teaching/2016-17/

Date: August 1st, 2016

Mr. Anshuman Nimade
Flat No. 102, 70/A Krishna Apartment
Annapurna Nager Indore (M.P)
Mob. : 91 96304 71257

ORDER OF APPOINTMENT

Dear Anshuman,

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed on the post of Assistant Professor – Civil Engineering Department. Your appointment is on full time basis for a period of one year in the pay scale of Rs.15600-39100 on a Basic Salary of Rs 15600 and grade pay Rs. 8000/-and other Allowance Rs. 1400/- with total emolument of Rs 25000/- the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on August 1st, 2016. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD Civil Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till the amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the Institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVCI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

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KHANDWA ROAD, INDORE

INDORE

SVCE/Appointment/Teaching/2017-18/

Date: - 08/02/ 2018

Ms. Anubha Kolli
143, Tejaji Nagar, Khandwa Road
Indore

ORDER OF APPOINTMENT

Dear Anubha

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Civil Department your appointment is on full time basis for a period of one year in the Pay band of Rs. 15600-39100 and Grade pay Rs. 800/-on a Basic Salary of Rs. 15,600/- and total emolument of Rs 16,400/- Per month the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on 1-Feb-2018. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- Civil Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the Institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of Information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Cont. Page2

Acceptance

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ESTT/APPT/2013-14/03/

Mr. Goutam Verma
INDORE – (M.P.)

March 30th, 2014

Sub: Appointment for the post of **Assistant Professor in Civil Engineering Department.**

Dear Mr. Goutam Verma,

I am pleased to inform you that you have been appointed as **Assistant Professor in Civil Engineering Department** on a basic salary of **Rs. 15,600/-** + Grade Pay **Rs. 8,000/-** and Others Allowance **Rs. 21,600/-** in the pay band of **Rs. 15600-39100** with Total emolument of **Rs. 45,200/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with One Month notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give One month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. U.B.S. Chandrawat
Principal (SVCE)

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

PRINCIPAL SWAMI VIVEKANAND COLLEGE OF ENGINEERING KHANDWA ROAD, INDORE

Received

PRINCIPAL SWAMI VIVEKANAND COLLEGE OF ENGINEERING KHANDWA ROAD, INDORE

PRINCIPAL SWAMI VIVEKANAND COLLEGE OF ENGINEERING KHANDWA ROAD, INDORE

City Office : 404, D. M. Tower, Janjirwala Chouraha, Indore (M.P.) Phone :+91-0731-4082047

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ESTT/APPT/2013-14/03/

March 14th , 2014

Mr. Kapil Kushwah
INDORE – (M.P.)

Sub: Appointment for the post of **Assistant Professor** in **Civil Engineering Department.**

Dear Mr. Kapil Kushwah ,

I am pleased to inform you that you have been appointed as **Assistant Professor** in **Civil Engineering Department** on a basic salary of **Rs. 15,600/- + Grade Pay Rs. 8,000/- and Others** Allowance Rs. 9,900/- in the pay band of **Rs. 15600-39100** with Total emolument of **Rs.** 33,500/- per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **One Month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give One **month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. U.B.S. Chandrawat
Principal (SVCE)

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

City Office : 404, D. M. Tower, Janjirwala Chourha, Indore (M.P.) Phone : +91-0731-4082047

29-MAY-

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• Fax : +91-07324-405200 • Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

SVCE/Appointment/Teaching/2016-17/

Date: August 6th , 2016

Mr. Mahesh Kumar Patidar
18, Mishra Nagar
Indore (M.P)
Mob. : 91 94071 21304

ORDER OF APPOINTMENT

Dear Mahesh,

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor – Civil Engineering Department**. Your appointment is on full time basis for a period of one year in the pay scale of **Rs.15600-39100** on a Basic Salary of Rs **15600** and **grade pay Rs. 8000/-**and other Allowance Rs. **400/-** with total emolument of Rs 24000/- the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **August 6th 2016**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD Civil** Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance.....

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ESTT/APPT/2013-14/05/

May 31st, 2014

Ms. Megha Garg
INDORE – (M.P.)

Sub: Appointment for the post of Assistant Professor in Civil Engineering Department.

Dear Ms. Megha Garg,

I am pleased to inform you that you have been appointed as Assistant Professor in Civil Engineering Department on a basic salary of Rs. 15,600/- + Grade Pay Rs. 6,400/- in the pay band of Rs. 15600-39100 with Total emolument of Rs. 22,000/- per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with One Month notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give One month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Thanking you,
Yours Sincerely,

Dr. U.P.S. Chandrawat
Principal (SVCE)

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

PRINCIPAL
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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVGI/HR/2022-23/022

Date: 07.12.2022

Mr. Shubham Modi
Ward No. 9, Purani Basti,
Khajuraho, Dist. Chhatarpur, MP

Subject: Appointment letter for the post of Assistant Professor in the Civil Engineering Department of SVCE.

Dear Mr. Shubham Modi,

This has reference to your application for the post of Assistant Professor in *Civil Engineering Department* and the subsequent interview held on *10th October 2022*. The management is happy to offer you the post of Assistant Professor in Civil Engineering Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member **and we do hope you will contribute** significantly to achieving the objective of our Institute.
Thanking You

Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

CC: **Principal, Swami Vivekanand** College of Engineering/Pharmacy
Account section (His date of joining is **01st November, 2022** in the salary of **Rs. 21,600**/p.m. CTC.)
Personal File

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Fax : +91-07324-405200 ● Email : info@svceindore.ac.in ● Website : www.vivekanandgroup.com

SVCE/Appointment/Teaching/2015-16/331

Date: Jan 2, 2015

Mr. Sanjay Singh
Scheme 54, Vijay Nagar
Indore (M.P.)
Mob. : 90743-26869

ORDER OF APPOINTMENT

Dear Mr. Sanjay,

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Civil Engineering Department. Your appointment is on full time basis for a period of one year in the pay scale of 15600-39100 on a Basic Salary of Rs 15,600/- and Grade Pay Rs 8,000/- and other allowances Rs 4,900/- with total emolument of Rs 28,500/-, the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

2/2/2015

You are required to join on Feb 2, 2015. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD Civil Engineering.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Currently Institute runs in two shifts - 8:00 AM to 3:00 PM and 10:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays and in general shifts the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.

4. Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours. You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

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Swami Vivekanand College of Engineering

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Khandwa Road, Near Toll Naka, Indore-452020 (M.P.) Phone : +91-0731-3296144, 149, 07324-405000
Fax : +91-07324-405200 ● Email : info@svceindore.ac.in ● Website : www.vivekanandgroup.com

SVCE/Appointment/Teaching/2015-16/381

Date: July 1, 2015

Mr. Sharad Chaurasiya
204 Talab Road, Garhi Malehra
Chhatarpur (M.P.)
Mob. : 81096-95273

ORDER OF APPOINTMENT

Dear Mr. Sharad,

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor** in **Civil Engineering Department**. Your appointment is on full time basis for a period of one year in the pay scale of **15600-39100** on a Basic Salary of **Rs 15,600/-** and Grade Pay **Rs 8,000/-** and other allowances **Rs 9,400/-** with total emolument of **Rs 33,000/-**, the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on or before **July 1, 2015**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD Civil Engineering.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Currently Institute runs in two shifts - 8:00 AM to 3:00 PM and 10:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays and in general shifts the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.

4. **Dress Code**: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance.....

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• Fax : 91-07324-405200 • E-mail : svceindore@bsnl.in • Website : www.svceindore.ac.in

SVCE/Appointment/Teaching/2015-16/

Date: September 27th, 2016

MR. Vikas Joshi
99 Karshna Uday Nagar
Khandwa (M.P)

ORDER OF APPOINTMENT

Dear Vikas

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed or the post of Assistant Professor – Civil Department. Your appointment is on full time basis for a period of one year in the asic Salary of Rs. 15,600/- in the pay band of Rs. 15600-39100 and grade pay Rs. 6400/- with Total emolument of Rs.) /- per Month including all allowances, the deductions will be as per rule. Your performance will be assessed during hree months' for continuation of service for the ensuing period of the first year.

are required to join on September 28th, 2016. Please bring originals & one set of photocopies of relevant documents hile joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- Civil.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee.

2. Working Hours: Timings of our Institute are 8:30 AM to 4:30 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even) in termination of your services. In regards of your salary 10% of your salary will be deducted every month till ount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the Institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the Information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

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SVCE/Appointment/Teaching/2015-16/405

Date: September 4, 2015

Mr. Vinod Goud
91 Bangana Road
Indore (M.P.)
Mob. : 90095-66790

Dear Mr. Vinod,

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Civil Engineering Department. Your appointment is on full time basis for a period of one year in the pay scale of 15600-39100 on a Basic Salary of Rs 15,600/- and Grade Pay Rs 5,400/- and other allowances Rs as per rule with total emolument of Rs 21,000/-, the deductions will be as per rule. Your performance will be assessed during three months' for continuation of service for the ensuing period of the first year.

You are required to join on or before September 4, 2015. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD Civil Engineering.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Currently Institute runs in two shifts - 8:00 AM to 3:00 PM and 10:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays and in general shifts the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.

Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

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SVCE/Appointment/Teaching/2016-17/

Date: August 1st , 2016

Mr. Doulat Singh Lodhi
Ballabh Nagar New Dewas Road
Indore (M.P)
Mob. : 91 91797 69480

ORDER OF APPOINTMENT

Dear Doulat,

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Lecturer – Civil Engineering Department. Your appointment is on full time basis for a period of one year in the pay scale of Rs.15600-39100 on a Basic Salary of Rs 15600 and grade pay Rs. 400/- with total emolument of Rs 15000/- the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service the ensuing period of the first year.

You are required to join on August 1st 2016. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD Civil Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the Institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the Institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and Integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of Information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Doulat

Acceptance.....

Doulat

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REF: SVGI/HR/2021-22/44

Date: 30.03.2022

Ms. Namrata Khede
Ward No. 11, A.B. Road
Dhamnod, Dist. Dhar, MP

Subject: Appointment letter for the post of Assistant Professor in the Civil Engineering Dept. of SVCE.

Dear Ms. Namrata Khede,

This has reference to your application for the post of Assistant Professor in *Civil Engineering Department* and the subsequent interview held on *10th March 2022*. The management is happy to offer you the post of Assistant Professor in Civil Engineering Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Above Terms & Conditions accepted

Yours Sincerely

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is 23rd March, 2022 in the salary of Rs. 15000/p.m. CTC.)
Personal File

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Swami Vivekanand College of Engineering
INDORE
SVCE

SVCE/Appointment/Teaching/2018-19/

Date: - 20/07/ 2018

Ms. Aarti Patidar
92-B Shantinath Puri Hawa Bangla Road Near by Sai Mandir,
Indore

Dear Aarti

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Computer Science Department your appointment is on full time basis for a period of one year in the pay band of Rs. 8000-275-13500 on a Basic Salary of Rs. 8,000/- and D.A Rs.7400/- total emolument of Rs [illegible]/-Per month the deductions will be as per rule. Your performance will be assessed during first three months' for [illegible]uation of service for the ensuing period of the first year.

You are required to join on 23-July-2018. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- Computer Science Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

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Page2

Acceptance

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVGI/HR/2022-23/029

Date: 18.04.2023

Ms. Aarti Verma
233, Tapeshwari Bagh Colony
Ring Road, Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Computer Science Engineering Dept. of SVCE.

Dear Ms. Aarti Verma,

This has reference to your application for the post of Assistant Professor in *Computer Science Engineering Department* and the subsequent interview held on 27th *March 2023*. The management is happy to offer you the post of Assistant Professor in Computer Science Engineering Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Sachin Mishra
Director

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Above Terms & Conditions accepted

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy

[illegible] 04th April, 2023 in the salary of Rs. 13,000/p.m. CTC.)

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REF: SVGI/HR/2022-23/001

Date: 20.08.2022

Mrs. Akanksha Dubey
1220, D-Sector, Sudama Nagar,
Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Computer Science Department of SVCE.

Dear Mrs. Akanksha Dubey,

This has reference to your application for the post of Assistant Professor in *Computer Science Department* and the subsequent interview held on *8th July 2022*. The management is happy to offer you the post of Assistant Professor in Computer Science Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.
Thanking You

Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is 18th August, 2022 in the salary of Rs. 21,600/p.m. CTC.)
Personal File

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REF: SVGI/HR/2021-22/46

Date: 06.05.2022

Ms. Amisha Jain
12/20, Nehru Nagar,
Indore, MP

Subject: Appointment letter for the post of Lab Demonstrator in the Computer Science Engineering Dept. of SVCE.

Dear Ms. Amisha Jain,

This has reference to your application for the post of Lab Demonstrator in *Computer Science Engineering Department* and the subsequent interview held on *23rd April 2022*. The management is happy to offer you the post of Lab Demonstrator in Computer Science Engineering Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
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9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely,

Sachin Mishra
Director

Above Terms & Conditions accepted

Amisha
26/05/2022

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is 02nd May, 2022 in the salary of Rs. 12000/p.m. CTC.)
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
INDORE (M.P.)

An ISO 9001 : 2008 Certified Institute
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Khandwa Road Near Toll Naka Indore - 452 020 (M.P.) - 07324-405000
info@svceindore.ac.in www.vivekanandgroup.com

Swami Vivekanand College of Engineering
INDORE
SVCE

SVCE/Appointment/Teaching/2017-18

Date: - 08/02/ 2018

Ms. Amrita Jain
150 Gokul Nagar Kanadiya Road Near Bypass
Indore

Dear Amrita

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Information Technology Department your appointment is on full time basis for a period of one year in the pay band of **Rs. 15600-39100** on a Basic Salary of Rs. 15600/- and **Grade Pay Rs. 6,400/-** with total emolument of **Rs 22,000 the** deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **05/02/2018**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD- I.T Department.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance..... 19/2/18

Cont.Page 2

Swami Vivekanand College of Engineering

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVGI/HR/2022-23/031

Date: 28.11.2022

Ms. Anjali Kayat
New Rani Bagh
Khandwa Road, Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Computer Science Engineering Dept. of SVCE.

Dear Ms. Anjali Kayat,

This has reference to your application for the post of Assistant Professor in *Computer Science Engineering Department* and the subsequent interview held on 28th *October 2022*. The management is happy to offer you the post of Assistant Professor in Computer Science Engineering Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Dr. Pradeep Kumar Patil
Principal

Above Terms & Conditions accepted

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is **28th November, 2022** in the salary of **Rs. 16,000**/p.m. CTC.)
Personal File

Swami Vivekanand College of Engineering

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVGI/HR/2021-22/30

Date: 09/07/2021

Mr. Ashish Tiwari
25, Rewa Park Colony, Sanawad
Dist. Khargone, MP

Subject: Appointment letter for the post of Assistant Professor in the Computer Science Engineering Department, of SVGI

Dear Ashish Tiwari,

This has reference to your application for the post of Assistant Professor in *Computer Science Engineering Department* and the subsequent interview held on *24 August 2021*. The management is happy to offer you the post of Assistant Professor in Computer Science Engineering Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
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We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Above Terms & Conditions accepted

Sachin Mishra
Director

CC : Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is 1st September, 2021 in the salary of Rs. 25000/p.m. CTC.
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Swami Vivekanand College of Engineering

(An ISO 9001:2008 Certified Institute)

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVCE/HR/2020-21/20

Date: 03.05.2021

Mrs. Ayushi Godiya
DC-5, Akashwani Vihar Residence Area
Indore (M.P.)

Subject: Appointment letter for the post of Assistant Professor in the Computer Sci. Department, of SVGI.

Dear Ayushi Godiya,

This has reference to your application for the post of Assistant Professor in *Computer Science Department* and the subsequent interview held on 24 *November 2020.* The management is happy to offer you the post of Assistant Professor in Computer Science Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
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6. In addition to your normal duties as Computer Faculty, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Above Terms & Conditions accepted

Sachin Mishra
Director

CC : Principal, Swami Vivekanand College of Engineering/HOD.
Account section (Her date of joining is 03rd May, 2021 in the salary of Rs. 20000/p.m. CTC.
Personal File

Swami Vivekanand College of Engineering

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVCE/HR/2020-21/09

Date: 01.09.2020

Ms. Krishna Patidar
97, Shrinagar Extension
Indore (M.P.)

Subject: Appointment letter for the post of Assistant Professor in the Computer Sci. Department, of SVGI.

Dear Krishna Patidar,

This has reference to your application for the post of Assistant Professor in *Computer Science Department* and the subsequent interview held on *25 August 2020*. The management is happy to offer you the post of Assistant Professor in Computer Science Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
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7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

CC : Principal, Swami Vivekanand College of Engineering/HOD.
Account section (His date of joining is 1st September, 2020 in the salary of Rs. 32000/p.m. CTC.
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Swami Vivekanand College of Engineering

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVGI/HR/2022-23/002

Date: 20.08.2022

Ms. Mithilesh Nandini Malviya
akshman Pura,
dore, MP

bject: Appointment letter for the post of Assistant Professor in the Computer Science Department of SVCE.

ar Ms. Mithilesh Nandini Malviya,

s has reference to your application for the post of Assistant Professor in *Computer Science Department* and the ubsequent interview held on *3rd August 2022*. The management is happy to offer you the post of Assistant Professor in Computer Science Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a r[illegible] employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
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We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is **16th August, 2022** in the salary of **Rs. 16,000/p.m. CTC.**)
Personal File

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info@svcaindore.ac.in ● www.vivekanandgroup.com

Swami Vivekanand College of Engineering

INDORE
SVCE

SVCE/Appointment/Teaching/2017-18/02

Date: - 17/07/2018

Mr. Mohit Raikwar
102 Ajay Bagh Colony
Azad Nagar Road,
Musakhedi Indore

ORDER OF APPOINTMENT

Dear Mohit

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Computer Science Department your appointment is on full time basis for a period of one year in the pay band of **Rs. 8000-275-13500** on a Basic Salary of **Rs. 8000/-** , and D.A **Rs. 7400/-** with total emolument of **Rs 15,400/-** per month including all allowances the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **17-July-2018**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD- Computer Science.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

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4. **Dress Code**: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Cont Page 2

Acceptance.....

Swami Vivekanand College of Engineering
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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVCE/HR/2020-21/18

Date: 08.04.2021

Ms. Praneeta Bisen
Suryadev Nagar, Sec-C
Indore (M.P.)

Subject: Appointment letter for the post of Assistant Professor in the Computer Sci. Department, of SVGI.

Dear Praneeta Bisen,

This has reference to your application for the post of Assistant Professor in *Computer Science Department* and the subsequent interview held on 06 *March 2021*. The management is happy to offer you the post of Assistant Professor in Computer Science Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
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6. In addition to your normal duties as Computer Faculty, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

Praneeta

CC : Principal, Swami Vivekanand College of Engineering/HOD.
Account section (Her date of joining is 07th April 2021 in the salary of Rs. 15000/p.m. CTC.
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Swami Vivekanand College of Engineering

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVGI/HR/2021-22/28 Date: 10.08.2021

Ms. Priya Sen
Shiv Shakti Nagar
Near LIG Square, Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Computer Science Engineering Department, of SVGI.

Dear Priya Sen,

This has reference to your application for the post of Assistant Professor in *Computer Science Engineering Department* and the subsequent interview held on *19 July 2021*. The management is happy to offer you the post of Assistant Professor in Computer Science Engineering Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
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We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted
14/08/2021

CC : Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is 2nd August, 2021 in the salary of Rs. 16500/p.m. CTC.
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

Date: 09.09.2021

REF: SVGI/HR/2021-22/29

Ms. Priyanka Bisen
27/141, Near Baba Bakery
Rau, Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Computer Science Engineering Department, o SVGI.

Dear Priyanka Bisen,

This has reference to your application for the post of Assistant Professor in *Computer Science Engineering Department* and the subsequent interview held on *17 August 2021*. The management is happy to offer you the post o Assistant Professor in Computer Science Engineering Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
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We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted
Priyanka
Received

CC : Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is 1st September, 2021 in the salary of Rs. 15600/p.m. CTC.
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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o@svcaindore.ac.in ● www.vivekanandgroup.com

Swami Vivekanand College of Engineering

INDORE

SVCE/Appointment/Teaching/2018-19/

Date: 31/08/2018

Ms. Ruchi Saxena
159/202 Shyam Kunj Apartment Sector R Mahalaxmi Nagar
Indore

Dear Ruchi

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Computer Science Department your appointment is on full time basis for a period of one yr. in the pay band of Rs. 8000-275-13500 on a Basic Salary of Rs. 8,000/- and Grade Pay Rs. 7,400/-, with total ment of Rs 15,400/- Per month the deductions will be as per rule. Your performance will be assessed during first months' for continuation of service for the ensuing period of the first year.

You are required to join on 01-Sep-2018. Please bring originals & one set of photocopies of relevant documents while oining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- Computer Science Department.

he terms & conditions would be as under:

- Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).
- **Working Hours:** Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.
- **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even in termination of your services. In regards of your salary 10% of your salary will be deducted every month till unt of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving Institute after serving one month's notice as per norms.
- **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours. You are expected to dress neatly and in a manner consistent with the nature of work performed.
- **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

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PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
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KHANDWA ROAD INDORE

Acceptance

PRINCIPAL
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KHANDWA ROAD, INDORE

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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Swami Vivekanand College of Engineering
INDORE
SVCE

SVCE/Appointment/Teaching/2018-19/

Date: - 31/08/ 2018

Ms. Saloni Atre
E- 18, MIG Colony,
Indore

Dear Saloni

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Computer Science Department your appointment is on full time basis for a period of [illegible] In the pay band of Rs. 8000-275-13500 on a Basic Salary of Rs. 8,000/- and D.A Rs.7400/- total emolument of Rs [illegible]/-Per month the deductions will be as per rule. Your performance will be assessed during first three months' for [illegible]uation of service for the ensuing period of the first year.

You are required to join on 01-Sep-2018. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- Computer Science Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary [illegible]action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the Institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours. You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the Information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of Information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

nt. Page2

Acceptance

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Swami Vivekanand College of Engineering

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVGI/HR/2021-22/35

Date: 11.11.2021

Ms. Shivani Gupta
9-A, Akhand Nagar, Near Shikshak Nagar
Airport Road, Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Computer Science Engg. Department of SVGI.

Dear Shivani Gupta,

This has reference to your application for the post of Assistant Professor in *Computer Science Engineering Department* and the subsequent interview held on *09 November 2021*. The management is happy to offer you the post of Assistant Professor in Computer Science Engineering Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month' notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Above Terms & Conditions accepted

Sachin Mishra
Director

CC : Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is 11th November, 2021 in the salary of Rs. 18000/p.m. CTC.
Personal File

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REF: SVCE/HR/2020-21/16 Date: 11.02.2021

Ms. Shredha Parmar
Opp. Officer Colony, Idgah Road
Tarana, Dist. Ujjain (M.P.)

Subject: Appointment letter for the post of Assistant Professor in the Computer Sci. Department, of SVGI.

Dear Shredha Parmar,

This has reference to your application for the post of Assistant Professor in *Computer Science Department* and the subsequent interview held on *18 January 2021*. The management is happy to offer you the post of Assistant Professor in Computer Science Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Computer Faculty, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Above Terms & Conditions accepted

Sachin Mishra
Director

CC : Principal, Swami Vivekanand College of Engineering/HOD.
Account section (Her date of joining is 8th February, 2021 in the salary of Rs. 17000/p.m. CTC.
Personal File

Swami Vivekanand College of Engineering

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REF: SVGI/HR/2022-23/021

Date: 07.12.2022

Mrs. Vaishali Upadhyay
90, Vasudev Nagar,
Near Collector Office, Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Computer Science Department of SVCE.

Dear Mrs. Vaishali Upadhyay,

This has reference to your application for the post of Assistant Professor in *Computer Science Department* and the subsequent interview held on *02nd December 2022*. The management is happy to offer you the post of Assistant Professor in Computer Science Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

Khuveka
26/5/23

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is **05th December, 2022** in the salary of **Rs. 19,000**/p.m. CTC.)
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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Swami Vivekanand College of Engineering
INDORE
SVCE

SVCE/Appointment/Teaching/2016-17/

Date: - 07/09/ 2017

Mr. Vishal Sharma
Ganga Dham Colony
Bistan Naka, Khargone (M.P)

Dear Vishal

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Computer Science Department your appointment is on full time basis for a period of one year in the pay band of **Rs. 15600-39100 and Grade pay Rs. 8000/-on a Basic Salary** of Rs. **15,600/-, other Allowance Rs.1800/-, Conveyance Rs. 1600/-** and total emolument of **Rs 27,000/-** the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **01-Sep-2017**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD- Computer Science - Department.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Cont. Page2

Acceptance.....

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REF: SVGI/HR/2022-23/008

Date: 07.09.2022

Dr. Dharmendra Choukse
DH-134, Scheme No. 74, Vijay Nagar
Indore, MP

Subject: Appointment letter for the post of Associate Professor in the Computer Science Department of SVCE.

Dear Dr. Dharmendra Choukse,

This has reference to your application for the post of Associate Professor in *Computer Science Department* and the subsequent interview held on *1st August 2022*. The management is happy to offer you the post of Associate Professor in Computer Science Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will be on probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is **05th September, 2022** in the salary of **Rs. 60,000**/p.m. CTC.)
Personal File

Swami Vivekanand College of Engineering

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REF: SVGI/HR/2022-23/009 Date: 11.10.2022

Ms. Rekha Yadav
5/2, Pardeshipura
Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Computer Science Department of SVCE.

Dear Ms. Rekha Yadav,

This has reference to your application for the post of Assistant Professor in *Computer Science Department* and the subsequent interview held on *28th September 2022*. The management is happy to offer you the post of Assistant Professor in Computer Science Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.
Thanking You

Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is **10th October, 2022** in the salary of **Rs. 15,000**/p.m. CTC.)
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

31-10-22

Swami Vivekanand College of Engineering

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REF: SVGI/HR/2022-23/005 Date: 01.09.2022

Mrs. Srashtika Gupta
7, Sai Vihar Colony, Pipliyahana
Indore MP

Subject: Appointment letter for the post of Assistant Professor in the Computer Science Dept. of SVCE.

Dear Mrs. Srashtika Gupta,

This has reference to your application for the post of Assistant Professor in *Computer Science Engineering Department* and the subsequent interview held on *01 August 2022*. The management is happy to offer you the post of Assistant Professor in Computer Science Engineering Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Dr. Pradeep Kumar Patil
Principal

Above Terms & Conditions accepted

Sachin Mishra
Director

CC : Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is **1st September, 2022** in the salary of **Rs. 21,600**/- p.m. CTC.)
Personal File

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REF: SVGI/HR/2022-23/010

Date: 11.10.2022

Ms. Teena Chouhan
181, Lasvdia Mori,
Indore, MP

Subject: Appointment letter for the post of Lecturer in the Computer Science Department of SVCE.

Dear Ms. Teena Chouhan,

This has reference to your application for the post of Lecturer in *Computer Science Department* and the subsequent interview held on *22th September 2022*. The management is happy to offer you the post of Lecturer in Computer Science Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.
Thanking You

Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is **10th October, 2022** in the salary of **Rs. 15,000**/p.m. CTC.)
Personal File

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SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Swami Vivekanand College of Engineering

(An ISO 9001:2008 Certified Institute)

[illegible]

SSTT/APPT/2009-10/4/ April 6th, 2009

Mr. Hemant Verma
INDORE - (M.P.)

Sub. Appointment for the post of Lecturer in Electronics & Communication Engineering.

Dear,

I am pleased to inform you that you have been appointed as Lecturer in Electronics & Communication Engineering with a starting basic salary of Rs. 15,600/- + Others Rs. 400/- in the pay band of Rs. 15600-39100 and allowances as applicable and approved by the management. Initially you will be getting total salary including all allowances as Rs. 16,000/- the deduction will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with one month notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give Three month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties.

Thanking you,

Yours Sincerely,

Dr. A.G. Ambekar
Director (SVCE)

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section.

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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Khandwa Road, Near Toll Naka, Indore- 452 020 (M.P.) Phone :+91-731-3296144, 3296149, 07324-405000
Fax : 91-07324-405200 • Email svceindore@bsnl.in • Website : www.svceindore.ac.in

ESTT/APPT/2010-11/03/

March 31st , 2011

Mr. Jayesh Dabi
38, Gomti Nagar,
Dewas – (M.P.)

Sub: Appointment for the post of **Lecturer** in **Electronics & Communication Engineering.**

Dear ,

I am pleased to inform you that you have been appointed as **Lecturer** in **Electronics & Communication Engineering** on a **basic salary Rs. 8,000/- + D.A of Rs. 2000/-** in the pay scale of **Rs. 8000-275-13500** with Total emolument of **Rs. 10,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **One Month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **Three month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. A.G. Ambekar
Director (SVCE)

Recieved
Dabi

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt Section for personal file.
- A/C section

Swami Vivekanand College of Engineering
Khandwa Road, Near Toll Naka, Indore-452 020 (M.P.) Phone : +91-731-3096144, 3080140
Email : svcoindore@sancharnet.in • Visit us at : www.svcaindore.ac.in

ESTT/APP/2005/ 421
November 28, 2005

Ms. Megha Soni
D/o Dr. B.R. Soni
Sneh Nagar Gopal Ganj,
Sagar (M.P.) 470 001

Sub: Appointment for the post of Lecturer in Electronics & Communication. Department.

Dear Megha,

I am pleased to inform you that you have been appointed as Lecturer in Electronics & Communication Department with a starting basic salary of **Rs. 8,000/-**, in the pay scale of Rs. 8000 – 275 – 13500 and allowances as applicable and approved by the management. Initially you will be getting total salary including all allowances as **Rs. 10,000/-**. Your appointment is on probation period of one year and shall be governed by the general service rules of the College. In addition, the following are the expressed conditions.

1. That you will join your duties immediately.
2. That you will be required to attend any other work that may be entrusted to you by the Principal / Director.
3. Incase you wish to resign from the college you will be required to give one month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.

Please convey your acceptance and join your duties immediately.

Thanking you,

Yours Sincerely,

R. Ghodgaonkar

Dr. R. B. Ghodgaonkar
Principal

Copy to :-

- Director S.V.C.E. Indore for kind information.
- Estt. Section for personal file.
- A/C section.

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Campus : Khandwa Road, Near Old Toll Naka, Indore-452020 (M.P.) Phone : +91- 07324-405000
• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVGI/HR/2022-23/002

Date: 10.10.2022

Mrs. Neha Singh Rathaur
87, Revenue Nagar, Annapurna Road
Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Electronics & Communication Dept. of SVCE.

Dear Mrs. Neha Singh Rathaur,

This has reference to your application for the post of Assistant Professor in *Electronics & Communication Department* and the subsequent interview held on *30th September 2022*. The management is happy to offer you the post of Assistant Professor in Electronics & Communication Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Dr. Pradeep Kumar Patil
Principal

Above Terms & Conditions accepted

Sachin Mishra
Director

CC : Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is **10th October, 2022** in the salary of **Rs. 17000**/- p.m. CTC.)
Personal File

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REF: SVCE/HR/2020-21/05 Date: 01.09.2020

Mr. Priyansh Sharma
138, Mayur Nagar, Tharipur
Gwalior (M.P.)

Subject: Appointment letter for the post of Assistant Professor in the Finishing School, of SVGI.

Dear Priyansh,

This has reference to your application for the post of Assistant Professor in *Finishing School* and the subsequent interview held on *21 August 2020*. The management is happy to offer you the post of Assistant Professor (Aptitude) in Finishing School in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Aptitude Trainer, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Above Terms & Conditions accepted

Sachin Mishra
Director

CC : Principal, Swami Vivekanand College of Engineering/HOD finishing school
Account section (His date of joining is 1st September, 2020 in the salary of Rs. 18000/p.m. CTC.
Personal File

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Swami Vivekanand College of Engineering
INDORE
SVCE

SVCE/Appointment/E.C/2017-18/

Date: - 23/03/ 2018

Mr. Ravindra Sharma
275, Usa Nagar Extension, Behind Ganesh Temple
Indore

Dear Ravindra

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in **Electronics & Communication** Department your appointment is on full time basis for a period of one year in the pay band of **Rs. 15600-39100** on a **Basic Salary** of **Rs. 15600/-** and **Grade Pay Rs. 7800/-** and **Conveyance Rs. 1600/-**with total emolument of **Rs 25,000/-** the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **20/03/2018**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD- Electronics & Communication Department.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiallty and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining Information security outside the premises of the Organization and outside the normal working hours.

Cont.Page 2

Acceptance.....

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ESTT/APPT/2010-11/071

July 21st, 2011

Mr. Rohit Yadav
Indore (M.P.)

Sub: Appointment for the post of Lecturer in Electronics & Communication Engineering.

Dear ,

I am pleased to inform you that you have been appointed as Lecturer in Electronics & Communication Engineering on a basic salary of Rs. 15,600/- in the pay band of Rs. 15600-39100 and grade pay Rs. 8000/- , others Allowance Rs. 400/- with Total emolument of Rs. 24,000/- per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with One Month notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give Three month clear notice or deposit equivalent salary, Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties.

Thanking you,
Yours Sincerely,

Dr. S.C. Solanki
Director (SVCE)

Copy to :-

- Group Director S.V.T.S, Indore for kind information.
- Estt. Section for personal file.
- A/C section

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Swami Vivekanand College of Engineering
INDORE
SVCE

CE/Appointment/Teaching/2018-19/ Date: - 29/09/ 2018

Is. Debsikha Seal
1, Happy Residency Silicon City, Indore

ORDER OF APPOINTMENT

ar Debsikha

reference to your application and interview held in our office, we are glad to inform you that you have been appointed t of Assistant Professor in Electronics & Communication Department your appointment is on full time basis for a one year in the pay band of Rs. 8000-275-13500 on a Basic Salary of Rs. 8,000/- and D.A Rs.7400/- total ent of Rs 15,400/-Per month the deductions will be as per rule. Your performance will be assessed during first three ths' for continuation of service for the ensuing period of the first year.

are required to join on 01-Oct-2018. Please bring originals & one set of photocopies of relevant documents while joining 2 passport size recent photographs. You are required to submit your relieving certificate from your previous anization within a week of your joining (If applicable). You shall report to HOD- Electronics & Communication partment.

terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the Institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

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Acceptance Debsikha Seal

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SVCE/APPT/2013-14/ 06/

June 26th , 2014

Mr. Shailendra Chouhan
Indore (M.P.)

Sub: Appointment for the post of Lab Technician in Electronics & Communication Engineering Department.

Dear Mr. Shailendra Chouhan,

I am pleased to inform you that you have been appointed as Lab Technician in Electronics & Communication Engineering Department with a starting basic salary of Basic + D.A. Rs. 8000/- . Initially you will be getting total salary including all allowances as Rs. 8,000/-, the deduction will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. Incase you wish to resign from the college, you will be required to give One month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
7. The management reserves the right to amend any terms and conditions in the interest of institutions.
8. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Thanking you,
Yours Sincerely,

Dr. U.B.S. Chandrawat
Principal(SVCE)

Received

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Copy to :-

- Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section.

City Office : 404, D. M. Tower, Janjirwala Chouraha, Indore (M.P.) Phone : +91-0731-4082047

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SVCE /HR/Appointment/2019-20/213

Date: 01/07/2019

To,
Mr. Hemant Raghuwanshi,
32, Anand Nagar,
Indore.

Subject: Appointment letter for the post of Asst. Professor of Electronics & Comm. Dept.

Mr. Hemant

This has reference for the post of Asst. Professor of Electronics & Comm. Dept. with effect from the date of your 01.07.2019.

1. You will be required to report to the Management.
2. In addition to Engineering Department activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
5. In addition to your normal duties as Asst. Professor of Electronics & Communication Department, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
6. One month's notice is required from either side to terminate this appointment.
7. You are expected to maintain high standard of the corporate life of the Institute.
8. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Principal

Above Terms & Conditions accepted

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

CC: Secretary S.V.T.S. Indore for kind information
Account section.
HOD's.
HR Department

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ESTT/APPT/2008-09/01

January 30th, 2009

Mr. Amit Maheshwari
722, Sudama Nagar,
INDORE – (M.P.)

Sub: Appointment for the post of Lecturer in Electronics & Communication Engg. Department

Dear,

I am pleased to inform you that you have been appointed as Lecturer in Electronics & Communication Engg Department with a starting basic salary of Rs. 8000/- + 2800- + P.F.(Employer),Total = Rs. 10800/- in the pay scale of Rs. 8000 – 275 – 13500 and allowances as applicable and approved by the management. Initially you will be getting total salary including all allowances as Rs. 10,800/- , the deduction will be as per rule. Your appointment is on a probation of one year and shall be governed by the general service rules of the College. In addition, the following are the expressed conditions.

1. That you will join your duties on February,2nd 2009.
2. That you will be required to attend any other work that may be entrusted to you by the Principal / Director.
3. Incase you wish to resign from the college you will be required to give Three month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
4. You will not engage yourself in any other work (full time or Part-Time) without written permission of the college management.
5. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programme and complete the program in the stipulated period.

Please convey your acceptance and join your duties.

Thanking you,
Yours Sincerely,

Dr. R.B. Ghodgaonkar
Director (SVCE)

Copy to :-

- Director,S.V.C.E. Indore for kind information
- Estt. Section for personal file
- A/C section.

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SVCE/Appointment/Teaching/2015-16/

Date: October 8th, 2016

Mr. Ankur Malhotra
EK 544 Schemes No. 54
Vijay Nagar
Indore (M.P)

ORDER OF APPOINTMENT

Dear Ankur

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor – Electrical & Electronics Engineering Department. Your appointment is on full time basis for a period of one year in the Basic Salary of Rs. 15,600 in the pay band of Rs. 15600-39100 - and grade pay Rs. 8000/- Conveyance Rs. 1600/-, other Allowance Rs. 6,300/- with Total emolument of Rs. 31,500/- per Month including all allowances; the deductions will be as per rule. Your performance will be assessed during first three months for continuation of service for the ensuing period of the first year.

You are required to join on October 10th, 2016. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- Electrical & Electronics.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee.

2. Working Hours: Timings of our Institute are 8:30 AM to 4:30 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the Institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Cont. Page 2...

Received Regulations

Acceptance

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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Swami Vivekanand Takniki Sansthan

Khandwa Road, Near Toll Naka, INDORE - 452 020 (M.P.)
Phone : +91-731-3296144, 3296149, 07324-405000 Fax : 91-07324-405200
Email : svceindore@bsnl.in • Wevsite : www.svceindore.ac.in

Date:.....

Ref.No.: SVCE/HR/2019-20/15

Mr. Anubhav Varshney
2, Prekanco Colony, Chankyapuri Sqaure,
Annapurna Road, Indore, MP.

Subject: Appointment letter for the post of Assistant Professor in Swami Vivekanand Colleges of Engineering, Indore.

Dear Mr. Varshney,

This has reference to your application for the post of Assistant Professor and the subsequent interview held in our office on September 5, 2019. The management is happy to offer you the post of Assistant Professor in the department of Electrical & Electronics in our College of Engineering with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per AICTE norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular faculty of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Assistant Professor, you will be required to assist the college as and when required to do so by the Management.
7. One month's notice in required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to Vivekanand Colleges of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You,

Yours Sincerely

Dr. Arun K. Tyagi
Group Director

Above Terms & Conditions accepted

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

(Anubhav Varshney)

CC :

Principal, SVCE, Indore
Personal File
Accounts section (His/her date of Joining ..... Salary ₹.20,000/- Per Month

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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● Email : info@svceindore.ac.in ● Website : www.vivekanandgroup.com

Date: 05.09.2022

REF: SVGI/HR/2022-23/030

Mr. Deepak Kumar Patidar
718/8, Nanda Nagar Colony
Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Electrical and Electronics Department of SVCE.

Dear Mr. Deepak,

This has reference to your application for the post of Assistant Professor in *Electrical and Electronics Department* and the subsequent interview held on 16th *August 2022*. The management is happy to offer you the post of Assistant Professor in Electrical and Electronics Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Dr. Pradeep Kumar Patil
Principal

Above Terms & Conditions accepted

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is **05th September, 2022** in the salary of **Rs. 21,600**/p.m. CTC)
Personal File

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Date: 07.09.2022

REF SVGI/HR/2022-23/007

Mr Lokesh Patidar
211, Brahmapuri Colony
Indore, MP

Subject Appointment letter for the post of Assistant Professor in the Electrical & Electronics Department of SVCE.

Dear Mr Lokesh Patidar,

This has reference to your application for the post of Assistant Professor in *Electrical & Electronics Department* and the subsequent interview held on *26th August 2022*. The management is happy to offer you the post of Assistant Professor in Electrical & Electronics Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

Received
LPatidar

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is 01st **September**, 2022 in the salary of **Rs. 18,000**/p.m. CTC.)
Personal File

01/09/2022

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Swami Vivekanand College of Engineering

SVCE/Appointment/Teaching/2017-18/

Date: INDORE 07/03/2018
SVCE

Ms. Honey Sharma Mandloi
27-B Vaishali Nagar
Indore

Dear Honey

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Electrical &Electronics Department your appointment is on full time basis for a period of 1 year in the pay band of 15600-39100 on a Basic Salary of Rs. 15,600/- and Grade Pay Rs. 3.400/-, total emolument Rs. 19,000/- the deductions will be as per rule. Your performance will be assessed during first three months' for confirmation of service for the ensuing period of the first year.

You are required to join on 07/03/2018. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- Electrical and Electronics

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours. You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Acceptance.....

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• Fax : +91-07324-405200 • Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

SVCE/Appointment/Teaching/2016-17/ 19

Date: April 20th, 2017

Mr. Hemendra Khedekar
368-B Nyay Nagar Extension behind Malaviya Petrol Pump
Indore

ORDER OF APPOINTMENT

Dear Hemendra

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed the post of Lecturer – Electrical Department. Your appointment is on full time basis for a period of one year in the pay of Rs.8000-275-13500 on a Basic Salary of Rs 8000 and D.A Rs. 7500 with total emolument of Rs 15,500/- the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on 20 April, 2017. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD Electrical Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30):

2. Working Hours: Timings of our Institute are 9:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the Institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

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Acceptance.....

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KHANDWA ROAD, INDORE

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Swami Vivekanand Takniki Sansthan
Khandwa Road, Near Toll Naka, INDORE - 452 020 (M.P.)
Phone : +91-731-3296144, 3296149, 07324-405000 Fax : 91-07324-405200
Email : svceindore@bsnl.in • Website : www.svceindore.ac.in

Ref. No.: SVCE/HR/2019-20/17

Date:

Ms. Manisha Gaur
114, Mahashweta Nagar
Ujjain, MP.

Subject: Appointment letter for the post of Assistant Professor in Swami Vivekanand Colleges of Engineering, Indore.

Dear Ms. Gaur,

This has reference to your application for the post of Assistant Professor and the subsequent interview held in our office on September 5, 2019. The management is happy to offer you the post of Assistant Professor in the department of Electrical & Electronics in our College of Engineering with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per AICTE norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular faculty of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Assistant Professor, you will be required to assist the college as and when required to do so by the Management.
7. One month's notice in required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to Vivekanand Colleges of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You,

Yours Sincerely

Above Terms & Conditions accepted

Manisha Gaur
9/09/19

Dr. Arun K. Tyagi
Group Director

CC:

Principal, SVCE, Indore
Personal File
Accounts section- (His/her date of Joining..... Salary ₹.21600/- Per Month)

FOR PRINCIPAL
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Swami Vivekanand College of Engineering
INDORE
SVCE

SVCE/Appointment/Teaching/2017-18/

Date: - 12/04/2018

Ms. Namrata Jain
Chandra Prabha Nagar near Reliance Tower
Seoni

Dear Namrata

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Electrical &Electronics Department your appointment is on.full time basis for a period of one year in the pay band of 15600-39100 on a Basic Salary of Rs. 15,600/- and Grade Pay Rs. 4.400/- , total emolument of Rs 20,000/- the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on 10/04/2018. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- Electrical and Electronics

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Dye to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Cont.Page 2

Acceptance.....

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SVCE/Appointment/Teaching/2016-17/ 188

Date: April 28th, 2017

Mrs. Priyanka Raghuwanshi
204, Prime Regency B block Tulsy Nagar,
Indore

ORDER OF APPOINTMENT

Dear Priyanka

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Lecturer – Electrical Department. Your appointment is on full time basis for a period of one year in the pay scale of Rs.8000-275-13500 on a Basic Salary of Rs 8000 and D.A Rs. 7400 with total emolument of Rs 15,400/- the functions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on 01 May, 2017. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD Electrical Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance..... Priyanka
29/6/17

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Swami Vivekanand College of Engineering
INDORE
SVCE

Date: - 29/12/ 2018

SVCE/Appointment/Teaching/2018-19/

Ms. Rich Sharma Dixit
262-A Shivdham Colony Khandwa Road Limbodi
Indore

ORDER OF APPOINTMENT

Dear Richa

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in **Electrical & Electronics Department** your appointment is on full time basis for a period of one year in the pay band of **Rs. 8000-275-13500** on a **Basic Salary** of Rs. **8,000/- and D.A Rs.7400/- total** emolument of **Rs 15400/-**Per month the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **01-Dec-2018**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD- Electrical & Electronics Department.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code**: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

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Khandwa Road, Near Toll Naka, Indore-452020 (M.P.) Phone : +91-0731-3256144, 149, 07324-405000
Fax : +91-07324-405200 • Email : info@svcaindore.ac.in • Website : www.vivekanandgroup.com

SVCE

ref/Appointment/Teaching/2015-16/334

Date: Jan 2, 2015.

s. Usha Soni
, Anurag Nagar, AB Road
dore (M.P.)
ob. : 82259-47998

ORDER OF APPOINTMENT

Ms. Usha,

reference to your application and interview held in our office, we are glad to inform you that you have been appointed the post of Assistant Professor in Electrical and Electronics Engineering Department. Your appointment is on full time sis for a period of one year in the pay scale of 15600-39100 on a Basic Salary of Rs 15,600/- and Grade Pay Rs 7,400/- with al emolument of Rs 23,000/-, the deductions will be as per rule. Your performance will be assessed during first three onths for continuation of service for the ensuing period of the first year.

ou are required to join on Jan 2, 2015. Please bring originals & one set of photocopies of relevant documents while joining nd 2 passport size recent photographs. You are required to submit your relieving certificate from your previous rganization within a week of your joining (If applicable). You shall report to HOD Electronics and Electrical Engineering.

e terms & conditions would be as under:

Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

Working Hours: Currently Institute runs in two shifts - 8:00 AM to 3:00 PM and 10:00 AM to 5:00 PM Monday to Friday, Saturday being off. On Saturdays and in general shifts the timings will be 9:00 AM to 4:00 PM. However shift ings and working days are subject to change, which is solely at the discretion of the Management.

on Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.

Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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Acceptance R S Tan

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Swami Vivekanand College of Engineering

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Campus : Khandwa Road, Near Old Toll Naka, Indore-452020 (M.P.) Phone : +91- 07324-405000
• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

Date: 07.02.2022

REF: SVGI/HR/2022-23/024

Mrs. Aarti Khare
160, Shiv City Silver,
Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Information Technology Department of SVCE.

Dear Mrs. Aarti Khare,

This has reference to your application for the post of Assistant Professor in *Information Technology Department* and the subsequent interview held on *01st January 2022*. The management is happy to offer you the post of Assistant Professor in Information Technology Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.
Thanking You

Yours Sincerely

Dr. Pradeep Kumar Patil
Principal

Above Terms & Conditions accepted

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is **07th February, 2022** in the salary of **Rs. 28,000**/p.m. CTC.)
Personal File

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Opposite Rajiv Gandhi Nagar Toll Naka, Indore - 452 020 (M.P.) ☎ 07324-405000
Info@svcaindore.ac.in ● www.svcaindore.com

Swami Vivekanand College of Engineering
INDORE
SVCE

SVCE/Appointment/Teaching/2016-17/

Date: - 24/10/2017

MS. Deepali Sohani
Shiv Nagar city Muskan Apartment
behind IPS College Indore

Dear Deepali

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed post of Assistant Professor in IT Department your appointment is on full time basis for a period of one year in the pay Rs. 8000-275-13500 on a Basic Salary of Rs. 8000/- with D.A Rs.7400 and total emolument of Rs 15,400/- per month luding all allowances the deductions will be as per rule. Your performance will be assessed during first three months' for nuation of service for the ensuing period of the first year.

You are required to join on 21-Oct-2017. Please bring originals & one set of photocopies of relevant documents while joining 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- IT Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with nect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary ction and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

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KHANDWA ROAD, INDORE

Acceptance:

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SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

SVCE/Appointment/Teaching/2018-19/ Dated- 06/08/2018

Ms. Chandramala Amarji
238-Shyama Charan Shukla Nagar, Navlakh
Indore

ORDER OF APPOINTMENT

Dear - Chandramala

With reference to your application and interview held in our office, we are glad to inform you that you have been selected for the post of Assistant Professor in Information Technology Department your appointment is on full time basis for a period of one year in the Basic Salary 15,600/- in the band of Rs. 15600-39100 and grade Pay Rs. 800/- with total emolument of Rs. 16,400/- per month the deductions will be as per rule. Your performance will be assessed during first three months for continuation of service for the ensuing period of the first year.

You are required to join on 08-Oct-2018. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (if applicable). You shall report to HOD – Information Technology Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9.00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month, the amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the Institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming & adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you project a professional image to our students, potential employees and the community we are a part of. Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours. You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets, comply with the Information Security Policies. You are expected to maintain confidentiality of information residing on mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance

Cont Page 2

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

Date: 01.09.2020

REF: SVCE/HR/2020-21/10

Ms. Deepmala Verma
88-13, Vaishali Nagar
Annapurna Road, Indore (M.P.)

Subject: Appointment letter for the post of Assistant Professor in the Information Technology Department, of SVGI.

Dear Deepmala,

This has reference to your application for the post of Assistant Professor in *Information Technology Department* and the subsequent interview held on *25 August 2020*. The management is happy to offer you the post of Assistant Professor in Information Technology Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Computer Faculty, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

CC : Principal, Swami Vivekanand College of Engineering/HOD.
Account section (His date of joining is 1st September, 2020 in the salary of Rs. 32000/p.m. CTC.
Personal File

Swami Vivekanand College of Pharmacy

(An ISO 9001 : 2008 Certified Institute)

(Approved by: AICTE, New Delhi • Approved by: PCI, New Delhi • Affiliated to RGPV, Bhopal • Recognised by : DTE Govt. of MP)
Campus : Khandwa Road, Near Old Toll Naka, Indore-452020 (M. P.) Phone : +91-07324-406000
Email :info@svcp.ac.in • Website : www.svcp.ac.in

REF: SVGI/HR/2021-22/47

Date: 20.06.2022

Ms. Diksha Kshatriya
165, Lotus Garden Colony,
Asrawad Khurd, Indore, MP

Subject: Appointment letter for the post of Lecturer in the Information Technology Department of SVCE.

Dear Ms. Diksha Kshatriya,

This has reference to your application for the post of Lecturer in *Information Technology Department* and the subsequent interview held on *14th June 2022*. The management is happy to offer you the post of Lecturer in Information Technology Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.
Thanking You

Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is 20th June, 2022 in the salary of Rs. 10000/p.m. CTC)
Personal File

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SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

SVCE

REF: SVCE/HR/2022-23/006

Date: 07.09.2022

Ms. Meenakshi Prajapati
42, Lok Navak Nagar,
Dhar, MP

Subject: Appointment letter for the post of Assistant Professor in the Information Technology Department of SVCE

Dear Ms. Meenakshi,

This has reference to your application for the post of Assistant Professor in *Information Technology Department* and the subsequent interview held on *17th August 2022*. The management is happy to offer you the post of Assistant Professor in Information Technology Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

CC Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is 22nd August, 2022 in the salary of Rs. 21,600/p.m. CTC.)
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Minakshi
29/5/23

Swami Vivekanand College of Engineering

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Khandwa Road, Near Toll Naka, INDORE - 452 020 (M.P.) Phone : +91-731-3296144, 3296149, 07324-405000
• Fax : 91-07324-405200 • E-mail : svceindore@bsnl.in • Website : www.svceindore.ac.in

ESTT/APPT/2012-13/05/

May 30th, 2013

Ms. Neha Khandelwal
INDORE – (M.P.)

Sub: Appointment for the post of **Assistant Professor in Information Technology Engineering Department.**

Dear Ms. Neha Khandelwal,

I am pleased to inform you that you have been appointed as **Assistant Professor** in **Information Technology Engineering Department** on a basic salary of **Rs. 8,000/-+ D.A. Rs. 7,000/-** in the pay scale of **Rs. 8000-275-13500** with Total emolument of **. Rs. 15,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. This appointment can be terminated with One Month notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give One month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,

Yours Sincerely,

Dr. Jayant Negi
Director (SVCE)

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

Received

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Swami Vivekanand College of Engineering

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Fax : 91-07324-405200 • Email : svceindore@bsnl.in • Website : www.svceindore.ac.in

ESTT/APPT/2010-11/03/ March 31st, 2011

Ms. Pooja Patidar
306, Indrapuri Colony,
INDORE – (M.P.)

Sub: Appointment for the post of Lecturer in Information Technology.

Dear,

I am pleased to inform you that you have been appointed as Lecturer in Information Technology on a basic salary Rs. 8,275/- + D.A of Rs. 6725/- in the pay scale of Rs. 8000-275-13500 with Total emolument of Rs. 15,000/- per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with One month notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give Three month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of Institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. A.G.Ambekar
Director (SVCE)

Copy to :-
- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

Received

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KHANDWA ROAD, INDORE

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Swami Vivekanand College of Engineering
INDORE
SVCE

SVCE/Appointment/Teaching/2017-18/

Date: - 31/07/ 2018

Ms. Priya Sharma
135-136 Ramchandra Nagar, 303
Rajsheela Apartment

ORDER OF APPOINTMENT

Dear Priya

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed ... ost of Assistant Professor in Information Technology Department your appointment is on full time basis for a period ... year in the Basic Salary 15,600/- in the band of Rs. 15600-39100 and grade Pay Rs. 800/- with total emolument of ...6,400/- per month the deductions will be as per rule. Your performance will be assessed during first three month's for ...ntinuation of service for the ensuing period of the first year.

You are required to join on 01-Aug-2018. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD – Information Technology Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest ... of confidentiality and will be required to sign an agreement not to disclose any information with respect to our ...up. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even ...ult in termination of your services. In regards of your salary 10% of your salary will be deducted every month till ... amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

4. **Dress Code:** Since, each of us is a representative of the Institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the Institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

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KHANDWA ROAD, INDORE

Acceptance

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Swami Vivekanand College of Engineering

(An ISO 9001:2008 Certified Institute)

(Approved by: AICTE, New Delhi ● Affiliated to RGPV, Bhopal and DAVV, Indore● Recognised by : DTE Govt. of MP)
Campus : Khandwa Road, Near Old Toll Naka, Indore-452020 (M.P.) Phone : +91- 07324-405000
● Email : info@svceindore.ac.in ● Website : www.vivekanandgroup.com

Date: 25.07.2022

REF: SVGI/HR/2022-23/023

Mrs. Akanksha Kumayu
131, Pipliyarao, Near Kushwah Flour Mill
Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Information Technology Department of SVCE.

Dear Mrs. Akanksha Kumayu,

This has reference to your application for the post of Assistant Professor in *Information Technology Department* and the subsequent interview held on *22nd June 2022*. The management is happy to offer you the post of Assistant Professor in Information Technology Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Dr. Pradeep Kumar Patil
Principal

Above Terms & Conditions accepted

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is **25th July, 2022** in the salary of **Rs. 21,600**/p.m. CTC.)
Personal File

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info@svcaindore.ac.in ● www.vivekanandgroup.com

INDORE
SVCE

SVCE/Appointment/Teaching/2018-19/

Date: - 29/12/ 2018

Ms. Sapana Parmar
LIG/318, Mukharji Nagar
Dewas

ORDER OF APPOINTMENT

Dear Sapana

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor In Information Technology Department your appointment is on full time basis for a period of one year in the Basic Salary 15,600/- in the band of Rs. 15600-39100 and grade Pay Rs. 800/- with total emolument of 16,400/- per month the deductions will be as per rule. Your performance will be assessed during first three month's for continuation of service for the ensuing period of the first year.

You are required to join on 12-Nov-2018. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD – Information Technology Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the Institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the Institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the Institute which helps you to project a professional Image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the Information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Cont Page 2

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KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE

Acceptance

29/12/18

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KHANDWA ROAD, INDORE

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Fax : 91-07324-405200 • Email : svceindore@bsnl.in • Website : www.svceindore.ac.in

ESTT/APPT/2010-11/8/

Aug. 17th, 2010

Ms. Anjali Bhatia
301, Lucky Plaza, 8, Indrapuri,
INDORE – (M.P.)

Sub: Appointment for the post of **Lecturer** in **Communication Skills Department**

Dear ,

I am pleased to inform you that you have been appointed as **Lecturer** in **Communication Skills Department** on a basic salary of **Rs. 15,600/-+ Grade Pay Rs. 400/-** in the pay band of **Rs. 15600-39100** with Total emolument of **Rs. 16,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **One Month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **Three month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. A.G. Ambekar
Director (SVCE)

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.

PRINCIPAL
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KHANDWA ROAD, INDORE

Anjali 26/5/22

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REF: SVGI/HR/2022-23/014

Date: 16.11.2022

Mr. Ansar Ahmed
1339, Mukeri Mohalla,
Mhow, MP

Subject: Appointment letter for the post of Assistant Professor in the Physics Department of SVCE.

Dear Mr. Ansar Ahmed,

This has reference to your application for the post of Assistant Professor in *Physics Department (Applied Science)* and the subsequent interview held on *24th September 2022*. The management is happy to offer you the post of Assistant Professor in Physics Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. *In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.*
7. *One month's notice is required from either side to terminate this appointment.*
8. *You are expected to maintain high standard of the corporate life of the Institute.*
9. *Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.* **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.
Thanking You

Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is 1st November, 2022 in the salary of Rs. 25,000/p.m. CTC.)
Personal file

26/05/23

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SVCE/Appointment/Teaching/2015-16/406

Date: September 7, 2015

Mr. Ashish Kumar Soni
New Rani Bhag
Indore (M.P.)
Mob. : 97526-88229

Dear Mr. Ashish,

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor** in **Mathematics Engineering Department**. Your appointment is on full time basis for a period of one year in the pay scale of **15600-39100** on a Basic Salary of **Rs 15,600/-**, Grade Pay **Rs 5,400/-**, with total emolument of **Rs 21,000/-**, the deductions will be as per rule. Your performance will be assessed during first three months' continuation of service for the ensuing period of the first year.

You are required to join on September 7, 2015. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable).

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Currently Institute runs in two shifts - 8:00 AM to 3:00 PM and 10:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays and in general shifts the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance.....

Cont. Page 2...

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ESTT/APPT/2013-14/03/

March 1st, 2014

Mr. Ashwini Sharma
INDORE – (M.P.)

Sub: Appointment for the post of **Assistant Professor** in **Mathematics *Department***

Dear Mr. Ashwini Sharma,

I am pleased to inform you that you have been appointed as **Assistant Professor** in **Mathematiics *Department*** on a basic salary of **Rs. 8,000/-+ D.A. Rs. 5,000/-** in the pay scale of **Rs. 8000-275-13500** with Total emolument of **Rs. 13,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **one Month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **one month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. U.B.S. Chandrawat
Principal (SVCE)

Receive
Sharma

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

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ESTT/APPT/2013-14/11/

November 22nd , 2013

Mr. Bhupendra Singh Solanki
INDORE – (M.P.)

Sub: Appointment for the post of Assistant Professor in Mathematics *Department.*

Dear Mr. Bhupendra Singh Solanki,

I am pleased to inform you that you have been appointed as **Assistant Professor** in **Mathematics *Department*** on a basic salary of **Rs. 15,600/- + Grade Pay Rs. 6900/-** in the pay band of **Rs. 15600-39100** with Total emolument of **Rs. 22,500/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with one Month notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give one month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. U.B.S. Chandrawat
Principal (SVCE)

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Copy to :-

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- Estt. Section for personal file.
- A/C section

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Date: 23.10.2021

REF: SVGI/HR/2021-22/34

Mr. Brajesh Upadhyay
37, Peepal Gali, Barwaha
Dist. Khargone, MP

Subject: Appointment letter for the post of Assistant Professor in the Mathematics Department, of SVGI.

Dear Brajesh Upadhyay,

This has reference to your application for the post of Assistant Professor in *Mathematics Department (Applied Science)* and the subsequent interview held on *22 September 2021*. The management is happy to offer you the post of Assistant Professor in Mathematics Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Above Terms & Conditions accepted

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is 1st October, 2021 in the salary of Rs. 24000/p.m. CTC.
Personal File

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● Email : info@svceindore.ac.in ● Website : www.vivekanandgroup.com

REF: SVGI/HR/2022-23/032

Date: 14.03.2022

Ms. Chandni Kataria
101, Katju Colony, Near Karbla
Maidan, Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Communication Department of SVCE.

Dear Ms. Chandni Kataria,

This has reference to your application for the post of Assistant Professor in *Communication Department (Applied Science)* and the subsequent interview held on *14th February 2022*. The management is happy to offer you the post of Assistant Professor in Communication Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.
Thanking You

Yours Sincerely

Dr. Pradeep Kumar Patil
Principal

Above Terms & Conditions accepted

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is **14th March, 2022** in the salary of **Rs. 20,000**/p.m. CTC.)
Personal File

Swami Vivekanand College of Engineering

Khandwa Road, Near Toll Naka,
Indore 452 020 (M.P.)
Phone : +91-731-3096144, 3096144
E mail svceindore@sancharnet.in

ESTT/APP/2005/
August 17, 2005

Dr. Manik Welankar.
301- Dakshata Apartment.
24 – Narmada Nagar
Indore (M.P.)

Sub: Appointment for the post of Lecturer in Bio Medical Engineering Dept.

Dear Dr. Manik Welankar,

With reference to your application and subsequent interview, management is pleased to appoint you as Lecturer in the pay scale of Rs. 8000-275-13500 on an initial basic pay of Rs. 8,275/- , D.A. and other allowances, if any and as approved by the management. Presently you be getting the consolidated salary Rs. 8,275/- (Rs. Eight Thousand Two Seventy Five only).

You will be governed by the general terms and conditions of the conduct and service rules in force and as amended from time to time by the management.

Your service will be confirmed after completion of a satisfactory probation period of one year, which may be extended at the discretion of the management.

Your appointment is full time and you shall not undertake any other employment in any form and anywhere else while you are in service of the college.

That you will be required to attend any other work that may be entrusted to you by the Principal / Director.

Incase you wish to resign from the college you will be required to give one month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.

Please convey your acceptance and join your duties from 22nd August, 2005.

Thanking you,

Yours Sincerely,

R. Ghodgaonkar

Dr. R. B. Ghodgaonkar
Principal

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Copy to :-

- Director S.V.C.E. Indore for kind information.
- Estt. Section for personal file.
- A/C section.

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SVCE/Appointment/Teaching/2015-16/394

Date: Aug 5, 2015

Dr. Navin Verma
36/2 Shani Gali, Juni Indore
Indore (M.P.)
Mob. : 98270-44412

ORDER OF APPOINTMENT

Dear Dr. Navin,

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor** in **Mathematics Engineering Department**. Your appointment is on full time basis for a period of one year in the pay scale of **15600-39100** on a Basic Salary of **Rs 15,600/-**, Grade Pay **Rs 8,000/-**, conveyance allowance **Rs 1,600/-**, Research allowance **Rs 3,400/-** and other Allowance **Rs 5,400/-** with total emolument of **Rs 34,000/-**, the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on Aug 5, 2015. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable).

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Currently Institute runs in two shifts - 8:00 AM to 3:00 PM and 10:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays and in general shifts the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours. You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance.....

Cont. Page 2...

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Swami Vivekanand College of Engineering

(An ISO 9001:2008 Certified Institute)

(Approved by: AICTE, New Delhi ● Affiliated to RGPV, Bhopal & DAVV, Indore ● Recognised by : DTE Govt. of MP)
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Fax : +91-07324-405200 ● Email : info@svceindore.ac.in ● Website : www.vivekanandgroup.com

SVCE/Appointment/Teaching/2015-16/342

Date: Feb 2, 2015

Dr. Nilesh Dashore
358, Jawahar Nagar Cat Road
Indore (M.P.)
Mob. : 91794-80075

ORDER OF APPOINTMENT

Dear Dr. Nilesh,

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor in Physics Engineering Department**. Your appointment is on full time basis for a period of one year in the pay scale of **15600-39100** on a Basic Salary of Rs 15,600/- and Grade Pay Rs 8,000/- and other allowances Rs 8,400/- with total emolument of **Rs 32,000/-**, the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **Feb 2, 2015**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD Physics.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Currently Institute runs in two shifts - 8:00 AM to 3:00 PM and 10:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays and in general shifts the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.

4. *Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours. You are expected to dress neatly and in a manner consistent with the nature of work performed.*

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance

Dashore

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Date: Aug 10, 2015

SVCE/Appointment/Teaching/2015-16/396

Ms. Drishti Patel
Sector E Hawa Bangla
Sudhama Nagar
Indore (M.P.)
Mob. : 99938-20221

ORDER OF APPOINTMENT

Dear Ms. Drishti,

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor - Physics Engineering Department**. Your appointment is on full time basis for a period of one year in the pay scale of **8000-275-13500** on a Basic Salary of **Rs 8,000/-** and DA of **Rs 6,000/-** with total emolument of **Rs 14,000/-**, the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **Aug 10, 2015**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD Physics.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Currently Institute runs in two shifts - 8:00 AM to 3:00 PM and 10:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays and in general shifts the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.

4. **Dress Code**: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance.....Patel.....

Cont. Page 2...

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SVCE/Appointment/Teaching/2015-16/385 Date: July 10, 2015

Ms. Kirti Sinkhedkar
181 Vishnu Puri
Indore (M.P.)
Mob. : 92450-81727

ORDER OF APPOINTMENT

Dear Ms. Kirti,

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor in Chemistry – Applied Science Department**. Your appointment is on full time basis for a period of one year in the pay scale of **8000-275-13500** on a Basic Salary of **Rs 8,000/-** and DA **Rs 5000/-**, with total emolument of Rs **13,000/-** the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on or before **July 10, 2015**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable).

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Currently Institute runs in two shifts - 8:00 AM to 3:00 PM and 10:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays and in general shifts the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance.....

Cont. Page 2...

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Swami Vivekanand College of Engineering
INDORE
SVCE

SVCE/Appointment/Teaching/2018-19/

Ms. Priyanka Rani Suhil
Chandrakiran Hotel Y-N Road Opposite
Of Starlit Tower Indore

Date: - 11/09/ 2018

Dear Priyanka

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Lab Assistant Communication Skills Department your appointment is on full time basis for a period of one year on a Basic Salary + D.A of Rs. 8000/- with total emolument of **Rs 8,000/- the** deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **12-Sep-2018**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD- Communication Skills Department.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code:** Since, each of us is a representative of the Institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

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Cont Page2

Acceptance.....

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ESTT/APPT/2013-14/07/

July 15th, 2013

Mrs. Raina Patel
INDORE – (M.P.)

Sub: Appointment for the post of Assistant Professor in Mathematics *Department.*

Dear Ms. Raina Patel,

I am pleased to inform you that you have been appointed as **Assistant Professor** in **Mathematics *Department*** on a basic salary of **Rs. 15,600/-** + **Grade Pay Rs. 2400/-** in the pay band of **Rs. 15600-39100** with Total emolument of **Rs. 18,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. Incase you wish to resign from the college, you will be required to give One month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
7. The management reserves the right to amend any terms and conditions in the interest of institutions.
8. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. U.B.S. Chandrawat
Principal (SVCE)

Received
Raina
02/09/13

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVGI/HR/2022-23/028

Date: 11.07.2022

Mr. Aayush Mehta
767, Village & Post Kampel
Dist. Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Applied Sciences (Mathematics) of SVCE.

Dear Mr. Aayush Mehta,

This has reference to your application for the post of Assistant Professor in *Applied Sciences (Mathematics)* and the subsequent interview held on 05th *July 2022*. The management is happy to offer you the post of Assistant Professor in Applied Sciences (Mathematics) in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.
Thanking You

Yours Sincerely

Dr. Pradeep Kumar Patil
Principal

Above Terms & Conditions accepted

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is **11th July, 2022** in the salary of **Rs. 17,000**/p.m. CTC.)
Personal File

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REF: SVGI/HR/2022-23/020

Date: 07.12.2022

Mr. Sandeep Sethia
38/B, MY Madnikar, Near Tanki Hall
Rajendra Nagar, Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Communication Department of SVCE.

Dear Mr. Sandeep,

This has reference to your application for the post of Assistant Professor in *Communication Department* and the subsequent interview held on *28th October 2022*. The management is happy to offer you the post of Assistant Professor in Communication Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is 02nd December, 2022 in the salary of Rs. 19,000/p.m. CTC.)
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

20/05/23

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SVCE/Appointment/Teaching/2015-16/

Ms. Shweta Kanungo Joshi
61, Subhash Nagar
Near Pardeshipura
Indore

Date: October 1st, 2016

Dear Shweta

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor – Chemistry Department.** Your appointment is on full time basis for a period of one year in the Basic Salary of Rs. 15,600/- in the pay band of Rs. 15600-39100and grade pay Rs. 8,000/-and other Allowance Rs. 1400/- with Total emolument of Rs. 25,000/- per Month including all allowances; the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **October 3rd, 2016.** Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- **Chemistry.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee.

2. **Working Hours:** Timings of our Institute are 8:30 AM to 4:30 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code**: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

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Acceptance.....

Cont. Page 2...

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Date: 11.10.2022

REF: SVGI/HR/2022-23/011

Ms. Sonu Gorana
Vill. Katkut, Teh.-Barwaha
Dist. Khargone, MP

Subject: Appointment letter for the post of Lab Demonstrator in the Communication Department of SVCE.

Dear Ms. Sonu Gorana,

This has reference to your application for the post of Lab Demonstrator in *Communication Department* and the subsequent interview held on *01st October 2022*. The management is happy to offer you the post of Lab Demonstrator in Communication Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain th highest level of confidentiality and will be required to sign an agreement not to disclose any information witl respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invit disciplinary action and may even result in termination of your services. **In regards of your salary 10% of you salary will be deducted every month till amount of your one month salary is deposited with us. Same wil be returned to you at the time you will be leaving the institute after serving one month's notice (3 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as state above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued membe and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Above Terms & Conditions accepted

Yours Sincerely

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is **10th October, 2022** in the salary of **Rs. 12,000**/p.m. CTC.)
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Swami Vivekanand
(An ISO 9001:2008 Certified Institute)
(Approved by: AICTE, New Delhi • Affiliated to RGPV, Bhopal and DAVV, Indore • Recognised by : DTE Govt. of MP)
Campus : Khandwa Road, Near Old Toll Naka, Indore-452020 (M.P.) Phone : +91- 07324-405000
• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

Date: 07.12.2022

REF: SVGI/HR/2022-23/019

Mrs. Surekha Rathore
H.No. 230, Hukumchand Colony
Near Sangam Kirana Shop, Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Chemistry Department of SVCE.

Dear Mrs. Surekha,

This has reference to your application for the post of Assistant Professor in *Chemistry Department* and the subsequent interview held on *27th August 2022*. The management is happy to offer you the post of Assistant Professor in Chemistry Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Above Terms & Conditions accepted

Yours Sincerely

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is **01st December, 2022** in the salary of **Rs. 17,000/p.m. CTC.)**
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

26/5/23

Swami Vivekanand College of Engineering

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Fax : 91-07324-405200 • Email : svceindore@bsnl.in • Website : www.svceindore.ac.in

SVCE

STT/APPT/2009-10/12/

December, 22th,2009

Mr. Suresh Sharma
43- Shyam Nagar NX A, M.R. 10,
INDORE – (M.P.)

Sub: Appointment for the post of **Administrative Officer.**

Dear,
I am pleased to inform you that you have been appointed as **Administrative Officer** on a basic salary of **Rs. 15600/-** in the pay band of **Rs. 15600-39100** and grade pay **Rs. 4400/-** with Total emolument of **Rs. 20,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.** That this appointment is on probation for one year which may be extended if necessary.
2. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
3. That this is a full time appointment and does not permit to work for the any other organization.
4. That you will be granted casual leave on proportionate basic per month during the probation period.
5. That this appointment can be terminated with **Three month** notice from either side during the probation.
6. Incase you wish to resign from the college after the probation period, you will be required to give **Three month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
7. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
8. The management reserves the right to amend any terms and conditions in the interest of institutions.
9. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

R. Ghodgaonkar

Dr. R.B. Ghodgaonkar
Director (SVCE)

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

Received

Swami Vivekanand College of Engineering

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVCE/HR/2020-21/12

Date: 10.11.2020

Mr. Tarandeep Singh Arora
E-5, Sant Nagar, Khandwa Naka
Indore (M.P.)

Subject: Appointment letter for the post of Placement Officer in the Training & Placement Department, of SVGI.

Dear Tarandeep,

This has reference to your application for the post of Placement Officer in *Training & Placement Department* and the subsequent interview held on *09 November 2020*. The management is happy to offer you the post of Placement Officer in Training & Placement Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Placement Officer, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

CC : Principal, Swami Vivekanand College of Engineering.
Account section (His date of joining is 10th November, 2020 in the salary of Rs. 20,000/p.m. CTC.
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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info@svceindore.ac.in www.vivekanandgroup.com

Swami Vivekanand College of Engineering
INDORE
SVCE

SVCE/Appointment/Teaching/2017-18/

Date: - 24/01/ 2018

Ms. Trupti Rathod
32/B Ashish Nagar near Bengali Square
Indore

ORDER OF APPOINTMENT

Dear Trupti

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Chemistry Department your appointment is on full time basis for a period of one year in the pay band of **Rs. 15600-39100** on a Basic Salary of Rs. 15600/- and **Grade Pay Rs. 900/-** with total emolument of **Rs 16,500/-** the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **22-Jan-2018**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD- Chemistry Department.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code**: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance.....

Cont. Page 2

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

SVCE /HR/Appointment/2019-20/215 Date: 01/07/2019

To,
Mr. Vinay Singh Sengar,
Umrekheda,
Indore.

Subject: Appointment letter for the post of Asst. Professor of Physics Department.

Mr. Vinay

This has reference for the post of Asst. Professor of Physics Department with effect from the date of your 01.07.2019.

1. You will be required to report to the Management.
2. In addition to Engineering Department activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
5. In addition to your normal duties as Asst. Professor of Physics Department, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
6. One month's notice is required from either side to terminate this appointment.
7. You are expected to maintain high standard of the corporate life of the Institute.
8. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Above Terms & Conditions accepted

Principal

CC : Secretary S.V.T.S. Indore for kind information
Account section.
HOD's
HR Department

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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Swami Vivekanand College of Engineering

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SVCE /HR/Appointment/2019-20/212 Date: 01/07/2019

To,
Ms. Neha Verma
195, Dhanwanti Nagar
Rajendra Nagar, Indore

Subject: Appointment letter for the post of Asst. Professor of Chemistry Department.

Ms. Neha

This has reference for the post of Asst. Professor of Chemistry Department with effect from the date of your 01.07.2019.

1. You will be required to report to the Management.
2. In addition to Engineering Department activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
5. In addition to your normal duties as Asst. Professor of Chemistry Department, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
6. One month's notice is required from either side to terminate this appointment.
7. You are expected to maintain high standard of the corporate life of the Institute.
8. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Principal

Above Terms & Conditions accepted

CC: Secretary S.V.T.S. Indore for kind information
Account section.
HOD's.
HR Department

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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Swami Vivekanand College of Engineering
INDORE
SVCE

SVCE/Appointment/Teaching/2017-18/

Mohd. Aamir Qureshi
D-1 Sch No. 71
Indore

Date: - 25/01/2018

Dear Aamir

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Communication Skills Department your appointment is on full time basis for a period of one year in the pay band of Rs. 15600-39100 on a Basic Salary of Rs. 15,600/- and Grade Pay Rs. 4,400/-, with total emolument of Rs 20,000/- Per month the deductions will be as per rule. Your performance will be assessed during first months' for continuation of service for the ensuing period of the first year.

You are required to join on 23-Jan-2018. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- Communication Skills.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the Institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the Institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the Institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Cont. Page 2

Acceptance

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
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KHANDWA ROAD, INDORE

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Date: 16.11.2022

REF: SVGI/HR/2022-23/013

Mr. Vijay Mishra
20, YN Road, Tukoganj Thana
Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the **Mathematics** Department of SVCE.

Dear Mr. Vijay Mishra,

This has reference to your application for the post of Assistant **Professor** in *Mathematics Department (Applied Science)* and the subsequent interview held on *21st October 2022*. The **management** is happy to offer you the post of Assistant Professor in Mathematics Department in our College with **effect** from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in **organizing suitable extracurricular activities.**
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on **successful** completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Above Terms & Conditions accepted

Yours Sincerely

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is 1st November, 2022 in the salary of Rs. 15,600/p.m. CTC.)
Personal File

PRINCIPAL

Swami Vivekanand College of Engineering

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• Fax : +91-07324-405200 • Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

SVCE/Appointment/Teaching/2016-17/

Date: August 1st , 2016

Dr. Dhriti Nema
9FF/0302, Arms Manor, Sch. No. 54,
Vijay Nagar, Indore (M.P)
Mob. : 91 99770 00153

Dear Dhriti,

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Professor & HOD – MBA Department**. Your appointment is on full time basis for a period of one year in the pay scale of Rs.15600-39100 on a Basic Salary of Rs **15600** and **grade pay Rs. 8000/-**, conveyance Allowance Rs. **1600/-**, **Research Allowance Rs. 3000/- and Other Allowance Rs. 1800/- with total emolument of Rs 30,000/-** the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **1st August, 2016**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **Principal/Director Academics.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code:** Since each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

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REF: SVGI/HR/2022-23/015

Date: 16.11.2022

Mr. Arnav Sanjay Kumar Jain
56, Bhagyashree Colony,
Vijay Nagar, Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Management Department of SVCE.

Dear Mr. Arnav,

This has reference to your application for the post of Assistant Professor in *Management Department* and the subsequent interview held on *24th September 2022*. The management is happy to offer you the post of Assistant Professor in Management Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is **1st November, 2022** in the salary of **Rs. 18,000**/p.m. CTC.)
Personal File

Swami Vivekanand College of Engineering

(An ISO 9001 : 2008 Certified Institute)

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• Fax : +91-07324-405200 • Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

Ref. SVCE/HR/2019-20/12

July 31st, 2019

Ms. Jyoti Jayaswal

204 Sahyog Apartment, Goyal Nagar, Indore (MP)

Subject: Appointment letter for the post of Assistant Professor in the MBA Department, of SVCE.

Dear Jyoti

This has reference to your application for the post of Assistant Professor in MBA Department and the subsequent interview held on 08 August 2019. The management is happy to offer you the post of Assistant Professor in MBA Department in our College with effect from the date of your joining on the following terms and condition

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular faculty of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Assistant Professor, You will be required to assist the Institute of Swami vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Above Terms & Conditions accepted

Yours Sincerely

Dr. Arun K. Tyagi
Group Director

CC :- Principal, Swami Vivekanand College of Engineering
Account section (Her date of joining is **02 August, 2019** in the salary of Rs.17600/- p.m.

Personal File

Swami Vivekanand College of Engineering

(An ISO 9001 : 2008 Certified Institute)

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● Email : info@svceindore.ac.in ● Website : www.vivekanandgroup.com

Date: 14.11.2022

REF: SVGI/HR/2022-23/025

Ms. Krati Bansal
77-B, Tilak Nagar Extension
Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Management Department of SVCE.

Dear Ms. Krati Bansal,

This has reference to your application for the post of Assistant Professor in *Management Department* and the subsequent interview held on 21st *October 2022*. The management is happy to offer you the post of Assistant Professor in Management Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Dr. Pradeep Kumar Patil
Principal

Above Terms & Conditions accepted

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is **14th November, 2022** in the salary of **Rs. 21,600**/p.m. CTC.)
Personal File

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● Fax : +91-97324-405200 ● Email : info@svcetindore.ac.in ● Website : www.vivekanandgroup.com

/Appointment/Teaching/2015-16/011

Date: April 12,2016

ugandha Parse
ndraPuri Colony
e (M.P.)
: 9406621609

ORDER OF APPOINTMENT

Ms. Sugandha

reference to your application and interview held in our office, we are glad to inform you that you have been appointed e post of **Assistant Professor - MBA Engineering Department** with additional responsibilities of **HR Executive**. Your intment is on full time basis for a period of one year in the pay scale of **8000-275-13500** on a Basic Salary of Rs 8000 Grade Pay Rs 5358/- with total emolument of **Rs 13358/-**, the deductions will be as per rule. Your performance will be ed during first three months' for continuation of service for the ensuing period of the first year.

re required to join on **April 1, 2016**. Please bring originals & one set of photocopies of relevant documents while g and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous ization within a week of your joining (if applicable). You shall report to **HOD MBA Department.**

rms & conditions would be as under:

ur regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent pproval by the Staff Selection Committee, constituted by the University (under Statue 30).

Working Hours: Currently institute runs in two shifts - 8.00 AM to 3.00 PM and 10.00 AM to 5.00 PM Monday to Friday, and Saturday being off. On Saturdays and in general shifts the timings will be 9:00 AM to 4.00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

on Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our roup. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even sult in termination of your services.

ress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and there to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to roject a professional image to our students, potential employees and the community we are a part of. Hence it is ssential you take pride in your appearance and maintain proper dress code and general appearance during office hours ou are expected to dress neatly and in a manner consistent with the nature of work performed.

formation Security: You are expected to maintain the confidentiality and integrity of the information assets and mply with the Information Security Policies. You are expected to maintain confidentiality of information residing in obile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and utside the normal working hours.

Acceptance.....

Page 1...

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● Fax : +91-07324-405200 ● Email : info@swamivivekanand.ac.in ● Website : www.swamivivekanandgroup.com

usiness Code of Conduct and Ethics: You are expected to maintain the highest level of ethical conduct. Any instance of nproper conduct including, but not limited to misconduct or gross negligence shall constitute sufficient grounds for mediate termination of your services without any notice or payment in lieu thereof. You are not authorized to ommunicate any matter related to SVGI to the external world such as; media.

ellectual Property Rights: The Institute owns all intellectual property, inventions, patents, patentable developments r related know-how developed by any employee or by anyone, including students, using any Institute facilities, quipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as yllabi, assignments, and tests, shall remain the property of the institution such material could also be used for atisfying requests of accreditation agencies for faculty-authored syllabus and course descriptions. Any exceptions to is general rule will be governed by the Institute's Policy on IPR and Patents.

otice for Termination: You are required to serve the institution for a minimum period of one year. The written notice equired for termination of employment will be one months' notice or you have to pay one months' salary in lieu of it. ou would be required to serve the stipulated notice period and early release would be at the sole discretion of the anagement. However, the institute can terminate your services without any notice period. In the event of your giving notice for relieving shorter than the above period, the institute shall exercise its own discretion to adjust any absence ue to you or will recover from you such amount from your dues towards shortfall in notice period.

ur appointment is full time and you shall not undertake any other employment anywhere else while you are in service f this institute. You shall not indulge in any other activities, which are against the interest of the institute. You are not ermitted to engage in any private coaching/tuitions while in service of this institute.

ou shall maintain absolute integrity & devotion towards the Institution. In case of any indiscipline and insubordination your services may be terminated without notice. The decision of the Management in this regard would e final and binding on you.

sset Handling: You will be responsible for safe keeping and return in good condition and order all office properties, quipments, instruments, tools, books etc., which may be given to you for your use, custody and charge. The Institute as the right to deduct money along with all such things from your dues and take such other action as the Institute may eem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the Institute.

The management reserves the right to amend any terms and conditions in the interest of the institution.

ng you a professionally rewarding tenure and long association with our Institution.

Warm Regard,

for Academic

Acceptance.....

Swami Vivekanand College of Engineering

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REF: SVGI/HR/2021-22/31

Ms. Surbhi Sharma
Raunak Pratham Paradize
B-208, Vaibhav Nagar, Indore (M.P.)

Date: 09.09.2021

Subject: Appointment letter for the post of Assistant Professor in the Management Department (MBA), of SVGI.

Dear Surbhi Sharma,

This has reference to your application for the post of Assistant Professor in *Management Department* and the subsequent interview held on *03 Sept. 2021*. The management is happy to offer you the post of Assistant Professor in Management Department (MBA) in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Above Terms & Conditions accepted

Yours Sincerely

Sachin Mishra
Director

CC : Principal, Swami Vivekanand College of Engineering/HOD.
Account section (Her date of joining is 6th September, 2021 in the salary of Rs. 16500/p.m. CTC.
Personal File

Surbhi

Swami Vivekanand College of Engineering

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVCE/HR/2020-21/19

Date: 08.04.2021

Ms. Twinkle Gorakhpuriya
85-B, Maa Sharda Nagar
Indore (M.P.)

Subject: Appointment letter for the post of Assistant Professor in the Management Department (MBA), of SVGI

Dear Twinkle Gorakhpuriya,

This has reference to your application for the post of Assistant Professor in *Management Department* and the subsequent interview held on 20 *January 2021*. The management is happy to offer you the post of Assistant Professor in Computer Science Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Finance Faculty, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Above Terms & Conditions accepted

Jatin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/HOD.
Account section (Her date of joining is 12th February, 2021 in the salary of Rs. 12000/p.m. CTC.
Personal File

Swami Vivekanand College of Engineering

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVGI/HR/2022-23/017

Date: 16.11.2022

Mr. Sohan Singh Chouhan
152/2, Krishna Bagh Colony
Indore, MP

Subject: Appointment letter for the post of Training & Placement Officer in the T&P Department of SVCE.

Dear Mr. Sohan Singh Chouhan,

This has reference to your application for the post of Training & Placement Officer in *T&P Department* and the subsequent interview held on *30th September 2022*. The management is happy to offer you the post of Training & Placement Officer in T&P Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Director/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as TPO, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential, failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is 1st November, 2022 in the salary of Rs. 45,000/p.m. CTC)
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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/APPT/2013-14/06/ June 20th, 2014

rabodh Bhise
)RE(M.P.)

Appointment for the post of Assistant Professor in Mechanical Engineering Department.

r Mr. Prabodh Bhise,
pleased to inform you that you have been appointed as **Assistant Professor** in Mechanical eering Department on a basic salary of **Rs. 15,600/-+ Grade Pay Rs. 8,000/- and Others** nce Rs. 11,400/- in the pay band of **Rs. 15600-39100** with Total emolument of **Rs.** 00/- per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with One Month notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give One month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

lease convey your acceptance and join your duties..

hanking you
ours Sincerely,

r. U.S. Chandrawat
rincipal (SVCE)

Received

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

opy to :-
- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

City Office : 401, D. M. Tower, Janjirwala Chourha, Indore (M.P.) Phone : +91-0731-4092017

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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SVCE/Appointment/Teaching/2015-16/

Date: July 20th, 2016

Mr. Pranjal Shrimali
Shri Printers, Opp. Mail Kuan
Khandwa (M.P)
Mob. : + 91 90396 55590

ORDER OF APPOINTMENT

Dear Mr. Pranjal

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Lecturer – Mechanical Engineering Department. Your appointment is on full time basis for a period of one year in the pay scale of 8000-275-13500 on a Basic Salary of Rs 8000 and D.A. Rs 3000/- with total emolument of Rs 11000/- the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on 20 July, 2016. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD Mechanical Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Acceptance @Shrimali...

Cont. Page 2

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ESTT/APPT/2013-14/03/

March 19th , 2014

Mr. Punit Mishra

Sub: Appointment for the post of **Assistant Professor** in **Mechanical Engineering Department.**

Dear Mr. Punit Mishra,

I am pleased to inform you that you have been appointed as **Assistant Professor** in **Mechanical Engineering Department** on a basic salary of **Rs. 15,600/-+ Grade Pay Rs. 8,000/- and Others Allowance Rs. 12,400/-** in the pay band of **Rs. 15600-39100** with Total emolument of **Rs. 36,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **One Month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **One month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. U.B.S. Chandrawat
Principal (SVCE)

Recieved.

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

City Office : 404, D. M. Tower, Janjirwala Chourha, Indore (M.P.) Phone :+91-0731-4082047

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ESTT/APPT/2013-14/06/ **June 18th , 2014**

Mr. Shailendra Pawanr
INDORE(M.P.)

Sub: Appointment for the post of **Assistant Professor** in **Mechanical Engineering Department.**

Dear Mr. Shailendra Pawanr,
I am pleased to inform you that you have been appointed as **Assistant Professor** in **Mechanical Engineering Department** on a basic salary of **Rs. 15,600/-+ Grade Pay Rs. 8,000/- and Others Allowance Rs. 9,400/-** in the pay band of **Rs. 15600-39100** with Total emolument of **Rs. 33,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **One Month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **One month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. U.B.S. Chandrawat
Principal (SVCE)

Received

Copy to :-
- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

City Office : 404, D. M. Tower, Janjirwala Chourha, Indore (M.P.) Phone :+91-0731-4082047

Swami Vivekanand College of Engineering

(An ISO 9001:2008 Certified Institute)

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

SVCE /HR/Appointment/2019-20/214

Date: 01/07/2019

To,
Mr. Durga Verma,
Indore.

Subject: Appointment letter for the post of Asst. Professor of Mechanical Department.

Mr. Durga

This has reference for the post of Asst. Professor of Mechanical Department with effect from the date of your 01.07.2019;

1. You will be required to report to the Management.
2. In addition to Engineering Department activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
5. In addition to your normal duties as Asst. Professor of Mechanical Department, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
6. One month's notice is required from either side to terminate this appointment.
7. You are expected to maintain high standard of the corporate life of the Institute.
8. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Above Terms & Conditions accepted

Principal

CC: Secretary S.V.T.S. Indore for kind information
Account section.
HOD's.
HR Department

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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SVCE/Appointment/Teaching/2016-17/189

Date: March 14th, 2017

Mr. Atul Dhakar
56, Bharmpuri Colony BhawarKua
Indore

ORDER OF APPOINTMENT

Dear Mr. Atul

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Lecturer – Mechanical Engineering Department.** Your appointment is on full time basis for a period of one year in the pay scale of **Rs.15600-39100** on a Basic Salary of Rs **15600** and **grade pay Rs1000/-** with total emolument of Rs 16,600/- the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **14 March, 2017.** Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD Mechanical Department.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours
   - You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance..... 14/06/2017

Cont. Page 2

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E/Appointment/Teaching/2015-16/0347

Date: Feb. 23rd, 2015

Avinash Kumar Namdeo
327, Deendayal Upadhyay Nagar
ce (M.P.)
98268-17722

ORDER OF APPOINTMENT

r. Mr. Avinash,

reference to your application and interview held in our office, we are glad to inform you that you have been appointed
the post of Assistant Professor in Mechanical Engineering Department. Your appointment is on full time basis for a
one year in the pay scale of 15600-39100 on a Basic Salary of Rs 15,600/- and Grade Pay Rs 8,000/- and other
es Rs 5,400/- with total emolument of Rs 29,000/-, the deductions will be as per rule. Your performance will be
sed during first three months' for continuation of service for the ensuing period of the first year.

are required to join on Feb 23, 2015. Please bring originals & one set of photocopies of relevant documents while
ng and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous
nization within a week of your joining (If applicable). You shall report to HOD Mechanical Engineering.

terms & conditions would be as under:

Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent
approval by the Staff Selection Committee, constituted by the University (under Statue 30).

Working Hours: Currently Institute runs in two shifts - 8:00 AM to 3:00 PM and 10:00 AM to 5:00 PM Monday to Friday,
third Saturday being off. On Saturdays and in general shifts the timings will be 9:00 AM to 4:00 PM. However shift
timings and working days are subject to change, which is solely at the discretion of the Management.

tion Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest
level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our
business. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even
in termination of your services.

ess Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and
there to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to
oject a professional image to our students, potential employees and the community we are a part of Hence it is
sential you take pride in your appearance and maintain proper dress code and general appearance during office hours
u are expected to dress neatly and in a manner consistent with the nature of work performed.

ormation Security: You are expected to maintain the confidentiality and integrity of the information assets and
mply with the Information Security Policies. You are expected to maintain confidentiality of information residing in
bile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage
dia. You are also responsible for maintaining information security outside the premises of the Organization and
side the normal working hours.

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PRINCIPAL, Acceptance
SWAMI VIVEKANAND COLLEGE OF ENGINEERING

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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ESTT/APPT/2013-14/11/

January 18th, 2014

Mr. Amit Kumar Kundu

Sub: Appointment for the post of **Assistant Workshop Superintendent** in **Mechanical Engineering**

Dear Mr. Amit Kumar Kundu,

I am pleased to inform you that you have been appointed as **Assistant Workshop Superintendent** in **Mechanical Engineering Department** on a basic salary of **Rs. 15,600/-+ Grade Pay Rs. 5,400/-** in the pay band of **Rs. 15600-39100** with Total emolument of **Rs. 21,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **within one month.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **One Month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **One month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. U.B.S. Chandrawat
Principal (SVCE)

Rec'd.

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

City Office : 404, D. M. Tower, Janjirwala Chourha, Indore (M.P.) Phone :+91-0731-4082047

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ESTT/APPT/2013-14/03

March 14th, 2014

Mr. Amit Kesheorey
INDORE –(M.P.)

Sub : Appointment for the post of **Lecturer** in **Mechanical Engineering Department**.

Dear **Mr. Amit Kesheorey,**

I am pleased to inform you that you have been appointed as **Lecturer** in Mechanical Engineering department on **ad-hock** basis on a consolidated salary of **Rs. 14,000/-** per month. The deductions if any will be as per rule.

You will abide by the rules and regulations of the Institute.

Please convey your acceptance and join your duties.

Thanking you.

Yours sincerely,

Dr. U.B.S. Chandrawat
Principal (SVCE)

Recieved
Amit

Copy to :-

- Group Director S.V.T.S. Indore for kind information
- Estt. Section for personal file
- A/c Section

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Swami Vivekanand College of Engineering
INDORE
SVCE

SVCE/Appointment/Teaching/2016-17/

Date: - 28/08/2017

Ms. Salonee Yadav
78/2, Pardeshipura
Indore

Dear Salonee

ORDER OF APPOINTMENT

reference to your application and interview held in our office, we are glad to inform you that you have been appointed e post of Assistant Professor in Civil Department your appointment is on full time basis for a period of one year in the band of Rs. 15600-39100 on a Basic Salary of Rs. 15600/- and Grade Pay Rs. 7400/- with total emolument of Rs 23,000 deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service r the ensuing period of the first year.

You are required to join on 18-Aug-2017. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- Civil - Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the ighest level of confidentiality and will be required to sign an agreement not to disclose any information with espect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Page2

Acceptance.....

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KHANDWA ROAD, INDORE

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SVCE/Appointment/Teaching/2016-17/

Date: August 5th , 2016

Mr. Shekhar Sen
153, Sriram Nagar Palda
Indore (M.P)
Mob. : 91 81○1.98277

Dear Shekhar

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Lecturer – Civil Engineering Department. Your appointment is on full time basis for a period of one year in the scale of Rs.15600-39100 on a Basic Salary of Rs 15600 and grade pay Rs. 3400/- with total emolument of Rs /- the deductions will be as per rule. Your performance will be assessed during first three months for continuation of service for the ensuing period of the first year.

You are required to join on August 5th 2016. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous organization within a week of your joining (If applicable). You shall report to HOD Civil Department.

The terms & conditions would be as under:

Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

Working Hours: Timings of our Institute are 9:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our [illegible]. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till the amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the Institute after serving one month's notice as per norms.

Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVCI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours. You are expected to dress neatly and in a manner consistent with the nature of work performed.

Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance.....

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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SVCE/Appointment/Teaching/2015-16/

Date: September 28th, 2016

Mr. Ravi Kumawat
AT Post –Umarkhali,
606 Awan, Dist- Khargone

ORDER OF APPOINTMENT

Dear Ravi

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor – Civil Department.** Your appointment is on full time basis for a period of one year in the Basic Salary of Rs. 8000 and D.A. Rs. 7000/- in the pay band of Rs.8000-275-13500 with Total emolument of Rs. 15,000/- per Month including all allowances; the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **September 29th, 2016.** Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- Civil.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee.

2. **Working Hours:** Timings of our Institute are 8:30 AM to 4:30 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance.....

Swami Vivekanand College of Engineering

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SVCE/Appointment/Teaching/2016-17/

Date: August 1st , 2016

Ms. Arnika Singh
Tilak Nagar
Indore (M.P)
Mob. : 91 72249 55009

Dear Arnika,

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professorr – Civil Engineering Department.** Your appointment is on full time basis for a period of one year in the pay scale of **Rs.15600-39100** on a Basic Salary of Rs **15600** and **grade pay Rs. 400/-** with total emolument of Rs 16000/- the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **August 1st 2016.** Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD Civil Department.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).
2. **Working Hours:** Timings of our Institute are 9:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.
3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**
4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.
5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance.....

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● Fax : 91-07324-405200 ● E-mail : svcoindore@bsnl.in ● Website : www.svcoindore.ac.in

SVCE/Appointment/Teaching/2015-16/ Date: October 1st, 2015

Mr. Harshvardhan Soni
54-55 Ada Bazar
Indore (M.P)

ORDER OF APPOINTMENT

Dear Harshvardhan

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor – Civil Department.** Your appointment is on full time basis for a period of one year in the Basic Salary of Rs. 15,600/- in the pay band of Rs. 15600-39100 and grade pay Rs. 5,400/- with Total emolument of Rs. 31,000/- per Month including all allowances; the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **October3rd, 2015.** Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable).

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee.

2. **Working Hours:** Timings of our Institute are 8:30 AM to 4:30 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

4. **Dress Code:** Since, each of us is a representative of the Institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of. Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours. You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance 30/10/15

Cont. Page 2...

Swami Vivekanand College of Engineering

(An ISO 9001:2008 Certified Institute)

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● Fax : 91-07324-405200 ● E-mail : svceindore@bsnl.in ● Website : www.svceindore.ac.in

S V C E

6. **Business Code of Conduct and Ethics:** You are expected to maintain the highest level of ethical conduct. Any instance of improper conduct including, but not limited to misconduct or gross negligence shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu thereof. You are not authorized to communicate any matter related to SVGI to the external world such as, media.

7. **Intellectual Property Rights:** The Institute owns all intellectual property, inventions, patents, patentable developments or related know-how developed by any employee or by anyone, including students, using any Institute facilities, equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the Institution such material could also be used for satisfying requests of accreditation agencies for faculty-authored syllabus and course descriptions. Any exceptions to this general rule will be governed by the Institute's Policy on IPR and Patents.

8. **Notice for Termination:** You are required to serve the institution for a minimum period of one year. The written notice required for termination of employment will be one months' notice or you have to pay one months' salary in lieu of it. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. However, the Institute can terminate your services without any notice period. In the event of your giving a notice for relieving shorter than the above period, the Institute shall exercise its own discretion to adjust any absence due to you or will recover from you such amount from your dues towards shortfall in notice period.

9. Your appointment is full time and you shall not undertake any other employment anywhere else while you are in service of this Institute. You shall not indulge in any other activities, which are against the interest of the Institute. You are not permitted to engage in any private coaching/tuitions while in service of this Institute.

10. You shall maintain absolute integrity & devotion towards the Institution. In case of any indiscipline and insubordination your services may be terminated without notice. The decision of the Management in this regard would be final and binding on you.

11. **Asset Handing:** You will be responsible for safe keeping and return in good condition and order all office properties, equipments, instruments, tools, books etc., which may be given to you for your use, custody and charge. The Institute has the right to deduct money along with all such things from your dues and take such other action as the Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the Institute.

Note: The management reserves the right to amend any terms and conditions in the interest of the institution.

Wishing you a professionally rewarding tenure and long association with our Institution.

With Warm Regards,

Dr. Rajendra Tare
Principal SVCE

Dr. R.K Dubey
Director Academic

Mrs. Alka Dubey
Director

Acceptance

Swami Vivekanand College of Engineering

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SVCE

ESTT/APPT/2013-14/03/

June 14th, 2014

Mr. Vishwajeet Kumar Sharma
INDORE – (M.P.)

Sub: Appointment for the post of Assistant Professor in Civil Engineering Department.

Dear Mr. Vishwajeet Kumar Sharma,

I am pleased to inform you that you have been appointed as Assistant Professor in Civil Engineering Department on a basic salary of Rs. 15,600/- + Grade Pay Rs. 8,000/- and Others Allowance Rs. 10,400/- in the pay band of Rs. 15600-39100 with Total emolument of Rs. 34,000/- per month including all allowances, the deductions will be as per rule.

You will join your duties immediately.

1. That this appointment is on probation for one year which may be extended if necessary.
2. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
3. That this is a full time appointment and does not permit to work for the any other organization.
4. That you will be granted casual leave on proportionate basic per month during the probation period.
5. That this appointment can be terminated with One Month notice from either side during the probation.
6. That if you wish to resign from the college after the probation period, you will be required to give one month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
7. Incase AICTE norms, academic staff who are not having valid PG degree are required to have valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
8. As per management reserves the right to amend any terms and conditions in the interest of institutions.
9. The management you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.
10. In case your acceptance and join your duties..

Please convey

Thanking you,
Yours Sincerely,

Dr. U.B.S. Chandrawat
Principal (SVCE)

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Received.
10/07/14.

Copy to :-

- Group Director S.V.T.S. Indore for kind information
- Estt. Section for personal file.
- A/C section

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

City Office : 404, D. M. Tower, Janjirwala Chourha, Indore (M.P.) Phone : 91-0731-4062047

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SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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SVCE/Appointment/Teaching/2015-16/335

Date: Jan 2, 2015

Mr. Parikshit Joshi
71 Clerk Colony
Indore (M.P.)
Mob. : 94254-37818

ORDER OF APPOINTMENT

Dear Mr. Parikshit,

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Civil Engineering Department. Your appointment is on full time basis for a period of 1 year in the pay scale of 15600-39100 on a Basic Salary of Rs 15,600/- and Grade Pay Rs 8,000/- and other allowances Rs 9900/- with total emolument of Rs 37,500/-, the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on or before Jan 9, 2015. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD Civil Engineering.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Currently Institute runs in two shifts - 8:00 AM to 3:00 PM and 10:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays and in general shifts the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.

4. Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance.....

Cont. Page 2

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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SVCE

ESTT/APPT/2010-11/07/ **July 28th , 2011**

Mr. Ambrish Shrivastava
INDORE – (M.P.)

Sub: Appointment for the post of **Lecturer** in **Computer Science & Engineering.**

Dear ,

I am pleased to inform you that you have been appointed as a **Lecturer** in **Computer Science & Engineering** on a basic salary of **Rs. 15,600/-** in the pay band of **Rs. 15600-39100** and grade pay **Rs. 5400/-** with Total emolument of **Rs. 21,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **One month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **Three month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Recieve
Ambrish Srivastava

Dr. S.C. Solanki
Director (SVCE)

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

SWAMI VIVEKANAND GROUP OF INSTITUTIONS

Swami Vivekanand College of Engineering

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SVCE/Appointment/Teaching/2016-17/116

Ms.Garima Kumrawat
244, Shri Vinayak Communication,
Sanawad

Date: February 6th, 2017

Dear Ms. Garima

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor– Computer Science Engineering Department**. Your appointment is on full time basis for a period of one year in the pay scale of **Rs.15600-39100** on a Basic Salary of Rs **15600** and grade pay Rs. **1000/-**with total emolument of **Rs 16,600/-** the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **06 February, 2017**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD CS.Department.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University.

2. **Working Hours:** Timings of our Institute are 8:30 AM to 4:30 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance 19/07/17

Cont. Page 2

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INDORE
SVCE

SVCE/Appointment/C.S/2017-18/

Date: - 10/02/ 2018

Mr. Sachin Patel
3417- E Sudama Nagar Indore

Dear Sachin

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Professor in Computer Science Department your appointment is on full time basis for a period of one year in the pay band of **Rs. 15600-39100** on a Basic Salary of Rs. **15600/-** and **Grade Pay Rs. 8000/-, Conveyance Rs. 1600/-and ther Allowance Rs. 6800/-** with total emolument of **Rs 32,000/-** the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **7-Feb-2018**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD- Computer Science Department.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code**: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you *to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.*

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. *You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.*

Cont Page2

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6 **Business Code of Conduct and Ethics:** You are expected to maintain the highest level of ethical conduct. Any instance of improper conduct including, but not limited to misconduct or gross negligence shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu thereof. You are not authorized to communicate any matter related to SVGI to the external world such as, media.

7 **Intellectual Property Rights:** The Institute owns all intellectual property, inventions, patents, patentable developments or related know-how developed by any employee or by anyone, including students, using any Institute facilities, equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the institution such material could also be used for satisfying requests of accreditation agencies for faculty-authored syllabus and course descriptions. Any exceptions to this general rule will be governed by the Institute's Policy on IPR and Patents.

8 **Notice for Termination:** You are required to serve the institution for a minimum period of one year. The written notice required for termination of employment will be one months' notice or you have to pay one months' salary in lieu of it. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. However, the institute can terminate your services without any notice period. In the event of your giving a notice for relieving shorter than the above period, the institute shall exercise its own discretion to adjust any absence due to you or will recover from you such amount from your dues towards shortfall in notice period.

9 Your appointment is full time and you shall not undertake any other employment anywhere else while you are in service of this Institute. You shall not indulge in any other activities, which are against the interest of the Institute. You are not permitted to engage in any private coaching/tuitions while in service of this Institute.

10 You shall maintain absolute integrity & devotion towards the Institution. In case of any indiscipline and insubordination your services may be terminated without notice. The decision of the Management in this regard would be final and binding on you.

11 **Asset Handling:** You will be responsible for safe keeping and return in good condition and order all office properties, equipments, instruments, tools, books etc., which may be given to you for your use, custody and charge. The Institute has the right to deduct money along with all such things from your dues and take such other action as the Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the Institute.

Note: The management reserves the right to amend any terms and conditions in the interest of the institution.

Wishing you a professionally rewarding tenure and long association with our Institution.

With Warm Regard,

Dr. P.K. Dubey
Director Academics

Mrs. Alka Dubey
Director

Acceptance.....

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Fax : +91-07324-405200 • Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

SVCE/Appointment/Teaching/2015-16/343

Date: Feb 2, 20

Mr. Preetesh Purohit
29 A Snehalataganj
Indore (M.P.)
Mob. : 9826018523

ORDER OF APPOINTMENT

Dear Mr. Preetesh,

With reference to your application and interview held in our office, we are glad to inform you that you have been appoi for the post of Associate Professor in Computer Science & Engineering Department. Your appointment is on full time b for a period of one year in the pay scale of 37400-67000 on a Basic Salary of Rs 37,400/- and Grade Pay Rs 10,000/- other allowances Rs 12,600/- with total emolument of Rs 60,000/-, the deductions will be as per rule. Your performance be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on or before Feb 4, 2015. Please bring originals & one set of photocopies of relevant docum while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from y previous Organization within a week of your joining (if applicable). You shall report to HOD Computer Science Engineerin

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequ approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Currently Institute runs in two shifts - 8:00 AM to 3:00 PM and 10:00 AM to 5:00 PM Monday to Frid third Saturday being off. On Saturdays and in general shifts the timings will be 9:00 AM to 4:00 PM. However sl timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highe level of confidentiality and will be required to sign an agreement not to disclose any information with respect to o Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may eve result in termination of your services.

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(Cont. Page 2.

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Fax : 91-07324-405200 ✦ Email : svcaindore@bsnl.in ✦ Website : www.svcaindore.ac.in

SVCE

ESIT/APP/2010-11/07/ July 29th , 2011

Mr. Amit Shrivastava
INDORE – (M.P.)

Sub: Appointment for the post of **Lecturer** in **Computer Science & Engineering.**

Dear ,

I am pleased to inform you that you have been appointed as a Lecturer in Computer Science & Engineering on a basic salary of Rs. 15,600/- in the pay band of Rs. 15600-39100 and grade pay Rs. 7100/- with Total emolument of Rs. 23,000/- per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or as required under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with One month notice from either side during the probation period.
7. That if you wish to resign from the college after the probation period, you will be required to give Three month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program within stipulated period.
9. That management reserves the right to amend any terms and conditions in the interest of institutions.
10. That if you are found violating the term and conditions of this appointment, your services shall be terminated without notice, but after giving you a chance of hearing by the management /Society.

Please confirm your acceptance and join your duties..

Thanking you,
Yours sincerely,

Dr. S.C. Shrivastava
Director (I/C)

Copy :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

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Swami Vivekanand College of Engineering

SVCE/Appointment/Teaching/2018-19/

INWARD SVCE Date: 01/08/2018

Ms. Karishma Mandloi
36/1 Raoji Bazar Main
Road Juni Indore

Karishma

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed the post of Assistant Professor in Computer Science Department your appointment is on full time basis for a period of one year in the pay band of Rs. 15600-39100 on a Basic Salary of Rs. 15,600/- and Grade Pay Rs. 800/- with total emolument of Rs 16,400 per Month including all allowances, the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on 02-Aug-2018 Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- Computer Science Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

4. Dress Code: Since, each of us is a representative of the Institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. Information Security: You are expected to maintain the confidentiality and integrity of the Information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

3. Undertaking (on Rs. 100/- stamp

PRINCIPAL SWAMI VIVEKANAND COLLEGE OF ENGINEERING KHANDWA ROAD, INDORE

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Acceptance: 1-8-2018

cont. Page2

Swami Vivekanand College of Engineering

(An ISO 9001:2008 Certified Institute)

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Campus : Khandwa Road, Near Old Toll Naka, Indore-452020 (M.P.) Phone : +91- 07324-405000
• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVGI/HR/2021-22/27

Date: 10.08.2021

Ms. Pratiksha Singhai
117, Mahavir Kripa Avenue
Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Computer Science Engineering Department, of SVGI.

Dear Pratiksha Singhai,

This has reference to your application for the post of Assistant Professor in *Computer Science Engineering Department* and the subsequent interview held on *19 July 2021*. The management is happy to offer you the post *Assistant Professor* in *Computer Science Engineering Department* in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with u Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Sachin Mishra
Director

Above Terms & Conditions accepted

Singhai
14/08/2021

CC : Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is 2nd August, 2021 in the salary of Rs. 16500/p.m. CTC.
Personal File

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KHANDWA ROAD, INDORE

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SVCE

ESTT/APPT/2011-12/12/

December 3rd, 2011

Mr. Vijay Birchha
H.N.10, Education Colony
INDORE – (M.P.)

Sub: Appointment for the post of **Assistant Professor** in **Computer Science & Engineering.**

Dear ,
I am pleased to inform you that you have been appointed as **Assistant Professor** in **Computer Science & Engineering** on a basic salary of **Rs. 15,600/-+ Grade Pay Rs. 8,000/- and Others Allowance Rs. 8400/-** in the pay band of **Rs. 15600-39100** with Total emolument of **Rs. 32,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **One Month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **One month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. A.G. Ambekar
Director (SVCE)

Copy to :-
- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

Received
27/12/11

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ESTT/APPT/2012-13/71

July 17th, 2012

Ms. Surbhi Parnerkar
14, Lokmanya Nagar
INDORE – (M.P.)

Sub: Appointment for the post of Lecturer in Computer Science & Engineering

Dear Ms. Surbhi Parnerkar,

I am pleased to inform you that you have been appointed as Lecturer in Computer Science & Engineering on a basic salary of Rs. 8,000/→ D.A. Rs. 4,000/- in the pay scale of Rs. 8000-275-13500 with Total emolument of Rs. 12,000/- per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the Institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with One Month notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give One month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of Institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. Jayant Negi
Director (SVCE)

Received
Sept

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SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
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Swami Vivekanand College of Engineering
INDORE
SVCE

SVCE/Appointment/Teaching/2016-17/

Date: - 28/08/ 2017

Ms. Shikha Singh
217 Bhrampuri Colony Bhawarkua
Indore

Dear Shikha

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed the post of Assistant Professor in Computer Science Department your appointment is on full time basis for a period of e year in the pay band of Rs. 15600-39100 on a Basic Salary of Rs. 15600/- and Grade Pay Rs. 1000/- with total emolument of Rs 16,600 the deductions will be as per rule. Your performance will be assessed during first three months' or continuation of service for the ensuing period of the first year.

You are required to join on 16-Aug-2017. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- C.S Department.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our up. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the Institute after serving one month's notice as per norms.

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

ont Page 2

Acceptance.

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ESTT/APPT/2010-11/7/

July 16th, 2010

Mr. Piyush Moghe
724, Dutt Nagar, Near Rajendra Nagar,
INDORE – (M.P.)

Sub: Appointment for the post of **Sr. Lecturer** in **Electronics & Communication Engineering.**

Dear ,
I am pleased to inform you that you have been appointed as **Sr. Lecturer** in **Electronics & Communication Engineering** on a basic salary of **Rs. 15600/-** in the pay band of **Rs. 15600-39100** and grade pay **Rs. 7200/-** with Total emolument of **Rs. 26,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **Three Month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **Three month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. A.G. Ambekar
Director (SVCE)

Received
Mogha

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

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ESTT/APPT/2012-13/11/181[A]

November 29th, 2012

Mr. Saurabh Jain
21-B, Brijeshwari Annex,
Bengali square,
INDORE – (M.P.)

Sub: Appointment for the post of Assistant Professor. in Electronics & Communication Engg.

Dear Mr. Saurabh Jain ,

I am pleased to inform you that you have been appointed as Assistant Professor in Electronics & Communication Engineering on a basic salary of Rs. 15,600/- + Grade Pay Rs. 8,000/- and Others Allowance Rs. 17,900/- in the pay band of Rs. 15600-39100 with Total emolument of Rs. 41,500/- per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. Incase you wish to resign from the college, you will be required to give One month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
7. The management reserves the right to amend any terms and conditions in the interest of institutions.
8. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. Jayant Negi
Director (SVCE)

Copy to :-
- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

PRINCIPAL
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

R STAN

Received
Saurabh
29/11/12

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KHANDWA ROAD, INDORE

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

R STAN

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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• Fax : +91-07324-405200 • Email : info@svcedore.ac.in • Website : www.vivekanandgroup.com

/Teaching/2015-16/

Date- April 25th, 2016

Mob. 91 94248 77468

ORDER OF APPOINTMENT

Dear Ms. Jagrati Trivedi

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor – Electronics & Communication Engineering Department. Your appointment is on full time basis for a period of one year in the pay scale of Rs.8000-275-13500 on a Basic Salary of Rs 8000 and D.A.Rs7000/- with total emolument of Rs 15000/- the deductions will be as per rule. Your performance will be assessed during first three months for continuation of service for the ensuing period of the first year.

You are required to join on April 25th, 2016. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous organization within a week of your Joining (if applicable). You shall report to HOD. – Electronics & Communication Engineering

The terms & conditions would be as under:

Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

Working Hours: Timings of our Institute are 9:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving Institute after serving one month's notice as per norms.

Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

Information Security: You are expected to maintain the confidentiality and integrity of the Information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Page 2

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PRINCIPAL
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KHANDWA ROAD, INDORE

Acceptance

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S V C E

ESTT/APPT/2012-13/04/

April 24th, 2013

Mr. Kripa Shankar Singh
D-805, Shubh Labh Apt.
Ring Road,
INDORE – (M.P.)

Sub: Appointment for the post of **Training & Placement Officer** in **Training & Placement Department.**

Dear Mr. Kripa Shankar Singh,

I am pleased to inform you that you have been appointed as **Training & Placement Officer** in **Training & Placement Department** on a basic salary of **Rs. 15,600/-** + **Grade Pay Rs. 8,000/-** and **Others Allowance Rs. 6,400/-** in the pay band of **Rs. 15600-39100** with Total emolument of **Rs. 30,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the Institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. Incase you wish to resign from the college, you will be required to give **One month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
7. The management reserves the right to amend any terms and conditions in the interest of Institutions.
8. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. Jayant Negi
Director (SVCE)

PRINCIPAL
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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COLLEGE OF ENGINEERING
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PRINCIPAL
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Received
Kripa Shankar Singh

Copy to :-
- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

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ESTT/APPT/2009-10/07/ December, 24th, 2009

Mr. Vijay Kumar Sharma
124,Vishnupuri,
INDORE – (M.P.)

Sub: Sub: Appointment for the post of **Lecturer** in **Electronics & Communication Engineering.**

Dear,
I am pleased to inform you that you have been appointed as **Lecturer** in **Electrical & Electronics Engineering** with a starting basic salary of **Rs. 8,000/- + D.A. Rs. 5000/-** in the pay scale of **Rs. 8000-275-13500** and allowances as applicable and approved by the management. Initially you will be getting total salary including all allowances as **Rs. 14,000/-** the deduction will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **one month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **Three month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties.
Thanking you.
Yours Sincerely,

Dr. R. B. Ghodgaonkar
Director (SVCE)

Copy to :-
- Group Director S.V.C.E. Indore for kind information.
- Estt. Section for personal file.
- A/C section.

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Khandwa Road, Near Toll Naka, INDORE - 452 020 (M.P.) Phone : +91-731-3298144, 3298149, 07324-405000
● Fax : 91-07324-405200 ● E-mail : svceindore@bsnl.in ● Website : www.svceindore.ac.in

S V C E

ESTT/APPT/2012-13/04/

April 15th, 2013

Mr. Dev Kumar Rai
338, Avantika Colony,
100 Feet Road
INDORE – (M.P.)

Sub: Appointment for the post of **Assistant Professor** in **Electrical & Electronics** Engg. **Department.**

Dear Mr. Dev Kumar Rai,

I am pleased to inform you that you have been appointed as **Assistant Professor** in **Electrical & Electronics Engineering Department** on a basic salary of **Rs. 15,600/- + Grade Pay Rs. 8,000/- and Others Allowance Rs. 3,400/-** in the pay band of **Rs. 15600-39100** with Total emolument of **Rs. 27,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. Incase you wish to resign from the college, you will be required to give One month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
7. The management reserves the right to amend any terms and conditions in the interest of institutions.
8. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. Jayant Negi
Director (SVCE)

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

Swami Vivekanand College of Engineering

(An ISO 9001:2008 Certified Institute)

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Fax : +91-07324-405200 ● Email : info@svceindore.ac.in ● Website : www.vivekanandgroup.com

Date: Dec 14, 2015

SVCE/Appointment/Teaching/2015-16/421

Mr. Anil Kumar
1 Gt. Tirupati Colony
Jethwa Niwas
Indore (M.P.)
Mob. : 94070-39887

ORDER OF APPOINTMENT

Dear Mr. Anil,

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor** in **Electrical & Electronics Engineering Department**. Your appointment is on full time basis for a period of one year in the pay scale of 15600-39100 on a Basic Salary of Rs 15,600/- and Grade Pay Rs 8,000/- , Conveyance Rs 1,600 and other allowances Rs 1,800/- with total emolument of Rs 27,000/-, the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on or before Dec 14, 2015. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD Electrical & Electronics Engineering Department**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Currently Institute runs in two shifts - 8:00 AM to 3:00 PM and 10:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays and in general shifts the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.

4. **Dress Code**: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance.....Anil Kumar.....

Swami Vivekanand College of Engineering

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Cont. Page 2...

6. **Business Code of Conduct and Ethics:** You are expected to maintain the highest level of ethical conduct. Any instance of improper conduct including, but not limited to misconduct or gross negligence shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu thereof. You are not authorized to communicate any matter related to SVGI to the external world such as, media.

7. **Intellectual Property Rights:** The Institute owns all intellectual property, inventions, patents, patentable developments or related know-how developed by any employee or by anyone, including students, using any Institute facilities, equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the institution such material could also be used for satisfying requests of accreditation agencies for faculty-authored syllabus and course descriptions. Any exceptions to this general rule will be governed by the Institute's Policy on IPR and Patents.

8. **Notice for Termination:** You are required to serve the institution for a minimum period of one year. The written notice required for termination of employment will be one months' notice or you have to pay one months' salary in lieu of it. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. However, the institute can terminate your services without any notice period. In the event of your giving a notice for relieving shorter than the above period, the institute shall exercise its own discretion to adjust any absence due to you or will recover from you such amount from your dues towards shortfall in notice period.

9. Your appointment is full time and you shall not undertake any other employment anywhere else while you are in service of this Institute. You shall not indulge in any other activities, which are against the interest of the Institute. You are not permitted to engage in any private coaching/tuitions while in service of this Institute.

10. You shall maintain absolute integrity & devotion towards the Institution. In case of any indiscipline and insubordination your services may be terminated without notice. The decision of the Management in this regard would be final and binding on you.

11. **Asset Handling:** You will be responsible for safe keeping and return in good condition and order all office properties, equipments, instruments, tools, books etc., which may be given to you for your use, custody and charge. The Institute has the right to deduct money along with all such things from your dues and take such other action as the Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the Institute.

Note: The management reserves the right to amend any terms and conditions in the interest of the institution.

Wishing you a professionally rewarding tenure and long association with our Institution.

With Warm Regard,

Principal
Swami Vivekanand College of Engineering

Acceptance.....

Swami Vivekanand Takniki Sansthan

Khandwa Road, Near Toll Naka, INDORE - 452 020 (M.P.)
Phone : +91-731-3296144, 3296149, 07324-405000 Fax : 91-07324-405200
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Ref.No.: SVCE/HR/2019-20/16 Date:.....

Mr. Chinmay Soman

259, Dhanwantari Nagar,
Indore, MP.

Subject: Appointment letter for the post of Assistant Professor in Swami Vivekanand Colleges of Engineering, Indore.

Dear Mr. Soman,

This has reference to your application for the post of Assistant Professor and the subsequent interview held in our office on September 5, 2019. The management is happy to offer you the post of Assistant Professor in the department of Electrical & Electronics in our College of Engineering with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per AICTE norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular faculty of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Assistant Professor, you will be required to assist the college as and when required to do so by the Management.
7. One month's notice in required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to Vivekanand Colleges of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You,

Yours Sincerely

Dr. Arun K. Tyagi
Group Director

Above Terms & Conditions accepted

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

09/09/2019
(Chinmay Soman)

CC :

Principal, SVCE, Indore
Personal File
Accounts section- (His/her date of Joining..... Salary ₹. 16000/- Per Month).

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SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE

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SVCE

March 21st, 2011

ESTT/APPT/2010-11/03/

Ms. Nidhi Khurpia
Indore – (M.P.)

Sub: Appointment for the post of Lecturer in Electrical & Electronics Engineering.

Dear ,

I am pleased to inform you that you have been appointed as Lecturer in Electrical & Electronics Engineering on a basic salary Rs. 8,000/- + D.A of Rs. 4000/- in the pay scale of Rs. 8000-275-13500 with Total emolument of Rs. 12,000/- per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with One Month notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give Three month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. A.G. Ambekar
Director (SVCE)

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

B.T. INSTITUTE OF RESEARCH &TECHNOLOGY
SIRONJA, SAGAR (M.P.)

Ph.: 07582-262197, 9203796909
Fax: 07582-243377
Email:btirt.sagar@gmail.com

No./BTIRT/Appt/15/957

Sagar, Dated-09/09/2015

LETTER OF OFFER

The Competent Authority, on the recommendations of the duly constituted selection committee, has approved the appointment of **Ms. Juhi Gangele** as a **Asst. Professor** in the Dept. of **MBA** in the pay scale prescribed by the A.I.C.T.E. / Govt. of M.P. / Trust, as the case may be, on a probation of one year.

Ms. Juhi Gangele is advised to submit his/her willingness to accept this offer, within a period of seven days, failing which it would be presumed that he/she is not interested. In such a situation the said offer may be treated as cancelled. On accepting the offer, he./she would be required to join on the indicated date and sign the letter of contract.

Joint secretary
Little Star Education Society Sagar

No./BTIRT/Appt/15/957

Sagar, Dated

Copy forwarded to:

7. **Ms. Juhi Gangele**
8. P.S. to the Chairman for his information
9. Personal file

Joint secretary
Little Star Education Society Sagar

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ESTT/APPT/2010-11/07/

July 28th, 2011

Mr. Pranay Chouhan
INDORE - (M.P.)

Sub: Appointment for the post of Lecturer in Information Technology.

Dear ,

I am pleased to inform you that you have been appointed as a Lecturer in Information Technology on a basic salary of Rs. 15,600/- in the pay band of Rs. 15600-39100 and grade pay Rs. 7400/- with Total emolument of Rs. 23,000/- per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with One month notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give Three month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. S.C. Solanki
Director (SVCE)

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

PRINCIPAL
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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ESTT/APPT/2013-14/11/

January 28th, 2014

Mr. Vikas kumar Jain

Sub: Appointment for the post of **Assistant Professor** in **Information Technology Engineering.**

Dear Mr. Vikas Kumar Jain,

I am pleased to inform you that you have been appointed as **Assistant Professor** in **Information Technology Engineering Department** on a basic salary of **Rs. 15,600/-+ Grade Pay Rs. 5,900/-** in the pay band of **Rs. 15600-39100** with Total emolument of **Rs. 21,500/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties **immediately.**
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **One Month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **One month** clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. The management reserves the right to amend any terms and conditions in the interest of institutions.
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

Dr. U.S. Chandrawat
Principal (SVCE)

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

Received

City Office : 404, D. M. Tower, Janjirwala Chourha, Indore (M.P.) Phone :+91-0731-4082047

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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

REF: SVGI/HR/2021-22/025

Date: 17.09.2021

Ms. Rachana Naik
Indore, MP

Subject: Appointment letter for the post of Assistant Professor in the Information Technology Department of SVCE.

Dear Ms. Rachana Naik,

This has reference to your application for the post of Assistant Professor in *Mechanical Engineering Department* and the subsequent interview held on *17th August 2021*. The management is happy to offer you the post of Assistant Professor in Information Technology Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Faculty, You will be required to assist the Institute of Swami Vivekanand College of Engineering, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice (30 working days) as per norms.**
10. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Dr. Pradeep Kumar Patil
Principal

Above Terms & Conditions accepted

Sachin Mishra
Director

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (Her date of joining is **17th September, 2021** in the salary of **Rs. 15,600**/p.m. CTC.)
Personal File

Swami Vivekanand Takniki Sansthan
Khandwa Road, Near Toll Naka, INDORE - 452 020 (M.P.)
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Email : svceindore@bsnl.in • Wevsite : www.svceindore.ac.in

Ref.No.: SVCE/HR/2019-20/ *Date:.....*

Ms. Bhanupriya Vyas

17, Chitra Nagar, Near Vijay Nagar
Indore, MP.

Subject: Appointment letter for the post of Assistant Professor in Swami Vivekanand Colleges of Engineering, Indore.

Dear Ms. Vyas,

This has reference to your application for the post of Assistant Professor and the subsequent interview held in our office on September 5, 2019. The management is happy to offer you the post of Assistant Professor in the department of Information & Technology in our College of Engineering with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per AICTE norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular faculty of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Assistant Professor, you will be required to assist the college as and when required to do so by the Management.
7. One month's notice in required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to Vivekanand Colleges of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You,

Yours Sincerely

Dr. Arun K. Tyagi
Group Director

Above Terms & Conditions accepted

CC :

Principal, SVCE, Indore
Personal File
Accounts section

Swami Vivekanand College of Engineering

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REF: SVCE/HR/2020-21/____

Date: 27.07.2020

Mr. Rakesh Pandey
Goldan Palm, Near Niranjanpur
Indore (M.P.)

Subject: Appointment letter for the post of Training & Placement Officer in the T&P Department, of SVGI.

Dear Rakesh,

This has reference to your application for the post of Training & Placement Officer in *T&P Department* and the subsequent interview held on *27 July 2020*. The management is happy to offer you the post of Training & Placement Officer in T&P Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular employee of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as T&P Officer, You will be required to assist the Institute of Swami Vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Sachin Mishra
Administrative Officer

Above Terms & Conditions accepted

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

CC : Principal, Swami Vivekanand College of Engineering/Pharmacy
Account section (His date of joining is 05th August, 2020 in the salary of Rs. 32000/p.m. CTC.
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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ESTT/APPT/2013-14/05/

Mrs. Deepti Panwar
INDORE – (M.P.)

August 30th, 2014

Sub: Appointment for the post of Assistant Professor in Physics *Department.*

Dear Mrs. Deepti Panwar,

I am pleased to inform you that you have been appointed as Assistant Professor in Physics *Department* on a basic salary of Rs. 15,600/- + Grade Pay Rs. 2400/- in the pay band of Rs. 15600-39100 with Total emolument of Rs. 18,000/- per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. Incase you wish to resign from the college, you will be required to give One month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
7. The management reserves the right to amend any terms and conditions in the interest of institutions.
8. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management/Society.

Please convey your acceptance and join your duties..

Thanking You,
Yours Sincerely,

Dr. U.S. Chandrawat
Principal (SVCE)

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

City Office : 404, D. M. Tower, Janjirwala Chourha, Indore (M.P.) Phone : +91-0731-4082

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Swami Vivekanand College of Engineering

[An ISO 9001:2008 Certified Institute]

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Khandwa Road, Near Toll Naka, Indore-452020 (M.P.) Phone : +91-0731-3298144, 149, 07324-405300
Fax : +91-07324-405200 ■ Email : info@svcaindore.ac.in ■ Website : www.vivekanandgroup.com

SVCE/Appointment/Teaching/2015-16/156

Date: March 21, 2015

Ms. Shweta Patidar
New 89, Nagar Nigam Road
Indore (M.P.)
Mob. : 95845-78727

ORDER OF APPOINTMENT

Dear Ms. Shweta,

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor** in **Communication Skills Department**. Your appointment is on full time basis for a period of one year in the pay scale of **15600-39100** on a Basic Salary of Rs 15,600/- and Grade Pay Rs 400/-, the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on or **before March 23, 2015**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (if applicable).

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. Working Hours: Currently Institute runs in two shifts - 8:00 AM to 3:00 PM and 10:00 AM to 5:00 PM Monday to Friday, third Saturday being off. On Saturdays and in general shifts the timings will be 9.00 AM to 4:00 PM. However, shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the Institute which helps you to project a professional image to our students, potential employers and the community we are a part of. Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours. You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance .....

Cont. Page 2...

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Fax : +91-07326-405300 ● Email : info@swamidave.ac.in ● Website : www.vivekanandgroup.com

6. **Business Code of Conduct and Ethics:** You are expected to maintain the highest level of ethical conduct. Any instance of improper conduct including, but not limited to misconduct or gross negligence shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu thereof. You are not authorized to communicate any matter related to SVGI to the external world such as, media.

7. **Intellectual Property Rights:** The Institute owns all intellectual property, inventions, patents, patentable developments or related know-how developed by any employee or by anyone, including students, using any Institute facilities, equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the institution such material could also be used for satisfying requests of accreditation agencies for faculty-authored syllabus and course descriptions. Any exceptions to this general rule will be governed by the Institute's Policy on IPR and Patents.

8. **Notice for Termination:** You are required to serve the institution for a minimum period of one year. The written notice required for termination of employment will be one months' notice or you have to pay one months' salary in lieu of it. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. However, the institute can terminate your services without any notice period. In the event of your giving a notice for relieving shorter than the above period, the institute shall exercise its own discretion to adjust any absence due to you or will recover from you such amount from your dues towards shortfall in notice period.

9. Your appointment is full time and you shall not undertake any other employment anywhere else while you are in service of this institute. You shall not indulge in any other activities, which are against the interest of the Institute. You are not permitted to engage in any private coaching/tuitions while in service of this Institute.

10. You shall maintain absolute integrity & devotion towards the institution. In case of any indiscipline and insubordination your services may be terminated without notice. The decision of the Management in this regard would be final and binding on you.

11. **Asset Handling:** You will be responsible for safe keeping and return in good condition and order all office properties, equipments, instruments, tools, books etc., which may be given to you for your use, custody and charge. The Institute has the right to deduct money along with all such things from your dues and take such other action as the Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the Institute.

Note: The management reserves the right to amend any terms and conditions in the interest of the institution.

Wishing you a professionally rewarding tenure and long association with our Institution.

With Warm Regard,

Principal
Swami Vivekanand College of Engineering

Acceptance.....

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Khandwa Road, Near Toll Naka, Indore - 452 020 (M.P.) ☎ 07324-403000
e-info@svcemindore.ac.in • www.shrikarandgroup.com

Swami Vivekanand College of Engineering
INDORE
SVCE

SVCE/Appointment/T&P /2016-17/

Date: - 6/11/ 2017

Mr. Ashutosh Bakshi
582, Goyal Vihar, Lane No.8
Nr. Khajrana Temple Indore

ORDER OF APPOINTMENT

Dear Ashutosh

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Manager in Training & Placement Department your appointment is on full time basis for a period of one year in the Basic Salary 37,400/- **in the band of Rs. 37400-67000 and grade pay Rs. 11000/-, Conveyance Allowance Rs. 1800/-, other Allowance Rs. 4800/-** with total emolument of 55,000/- per month the deductions will be as per rule. Your performance will be assessed during first three month's for continuation of service for the ensuing period of the first year.

You are required to join on **3- Nov-2017**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable).

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours. You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Cont Page 2

Acceptance.....

Swami Vivekanand College of Engineering

INDORE

6 **Business Code of Conduct and Ethics:** You are expected to maintain the highest level of ethical conduct. Any instance of improper conduct including, but not limited to misconduct or gross negligence shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu thereof. You are not authorized to communicate any matter related to SVGI to the external world such as, media.

7 **Intellectual Property Rights:** The Institute owns all intellectual property, inventions, patents, patentable developments or related know-how developed by any employee or by anyone, including students, using any Institute facilities, equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the institution such material could also be used for satisfying requests of accreditation agencies for faculty-authored syllabus and course descriptions. Any exceptions to this general rule will be governed by the Institute's Policy on IPR and Patents.

8 **Notice for Termination:** You are required to serve the institution for a minimum period of one year. The written notice required for termination of employment will be one months' notice or you have to pay one months' salary in lieu of it. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. However, the institute can terminate your services without any notice period. In the event of your giving a notice for relieving shorter than the above period, the institute shall exercise its own discretion to adjust any absence due to you or will recover from you such amount from your dues towards shortfall in notice period.

9 Your appointment is full time and you shall not undertake any other employment anywhere else while you are in service of this Institute. You shall not indulge in any other activities, which are against the interest of the Institute. You are not permitted to engage in any private coaching/tuitions while in service of this Institute.

10 You shall maintain absolute integrity & devotion towards the Institution. In case of any indiscipline and insubordination your services may be terminated without notice. The decision of the Management in this regard would be final and binding on you.

11 **Asset Handling:** You will be responsible for safe keeping and return in good condition and order all office properties, equipments, instruments, tools, books etc., which may be given to you for your use, custody and charge. The institute has the right to deduct money along with all such things from your dues and take such other action as the Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the Institute.

Note: The management reserves the right to amend any terms and conditions in the interest of the institution.

Wishing you a professionally rewarding tenure and long association with our Institution.

With Warm Regard,

R S Tare

Dr. Rajendra Tare
Principal SVCE

Dr. P.K. Dubey
Director Academics

Mrs. Alka Dubey
Director

Acceptance _____

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Khandwa Road Near Toll Naka Indore - 452 020 (M P) ☎ 0731-405000
Website www.svvsanjaygroup.com

INDORE
SVCE

SVCE/Appointment/Teaching/2017-18/

Date: - 27/02/ 2018

Mr. Gaurav Pandey
78, Kirshnapuri Colony, ring-road Square Musakheri
Indore

Dear Gaurav

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Communication Skills Department your appointment is on full time basis for a period of one year in the pay band of **Rs. 15600-39100** on a Basic Salary of **Rs. 15600/-** , and grade pay **Rs. 2900/-** with total emolument of **Rs 18,500/-** per month including all allowances the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **24-Feb-2018**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to **HOD- Communication Skills Department.**

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee, constituted by the University (under Statue 30).

2. **Working Hours:** Timings of our Institute are 9:00 AM to 4:00 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the Institute after serving one month's notice as per norms.**

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Cont Page 2

Acceptance.....

Swami Vivekanand College of Engineering

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Fax : 91-07324-405200 • Email : svceindore@bsnl.in • Website : www.svceindore.ac.in

ESTT/APPT/2012-13/9/ .

September 24th, 2012

Ms. Shweta Bahrani
85, Balkunth Dham
INDORE – (M.P.)

Sub: Appointment for the post of Corporate Trainer in Training & Placement Deptt.

Dear Ms. Shweta Bahrani,

I am pleased to inform you that you have been appointed as Corporate Trainer in Training & Placement Department on a basic salary of Rs. 15,600/- + Grade Pay Rs. 2,400/- in the pay band of Rs. 15600-39100 with Total emolument of Rs. 18,000/- per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. This appointment can be terminated with One Month notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give One month clear notice or deposit equivalent salary. Same shall be applicable to the management, in case decides to terminate your services.
8. The management reserves the right to amend any terms and conditions in the interest of institutions.
9. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..
Thanking you,
Yours Sincerely,

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Dr. Jayant Negi
Director (SVCE)

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

Received

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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• Fax : +91-07324-405200 • Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

SVCE/Appointment/Teaching/2015-16/

Date: September 9th, 2016

Mr. Shivam Bhardwaj
566 –A Sudama Nagar
Indore (M.P)

ORDER OF APPOINTMENT

Dear Shivam

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor – MBA Department.** Your appointment is on full time basis for a period of one year in the Basic Salary of Rs. 15,600/- in the pay band of Rs. 15600-39100 and grade pay Rs. 400/- with Total emolument of Rs. 16,000/- per Month including all allowances; the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **September 9th, 2016.** Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to Principal/ Director.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee.

2. **Working Hours:** Timings of our Institute are 8:30 AM to 4:30 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Acceptance.....

Cont. Page 2...

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SVCE/Appointment/Teaching/2015-16/

Date: September 19th, 2016

Ms. Ruchi Jain
251/3 Janta Colony
Near Bada Ganpati
Indore

Dear Ruchi

ORDER OF APPOINTMENT

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor – MBA Department.** Your appointment is on full time basis for a period of one year in the Basic Salary of Rs. 8000/- and D.A Rs. 7000/- in the pay scale of 8000-275-13500 with Total emolument of Rs. 15,000/- per Month including all allowances; the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **September 19th, 2016.** Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD- MBA.

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee.

2. **Working Hours:** Timings of our Institute are 8:30 AM to 4:30 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. **In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.**

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

5. **Information Security:** You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.

Cont. Page 2...

Acceptance.....Ruchi.....

Swami Vivekanand College of Engineering

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● Fax : 91-07324-405200 ● E-mail : svceindore@bsnl.in ● Website : www.svceindore.ac.in

SVCE/Appointment/Teaching/2015-16/ Date: October25th, 2016

Ms. Amrita More
9 Fm SCH 94 Mahadev Totla Ram Nagar
Bengali Sq. Kanadia
Indore (M.P)

ORDER OF APPOINTMENT

Dear Amrita

With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of **Assistant Professor – Communication Skills Department.** Your appointment is on full time basis for a period of one year in the Basic Salary of Rs. 15,600 in the pay band of Rs. 15600-39100- and grade pay Rs. 4,400/- with Total emolument of Rs. 20,000/- per Month including all allowances; the deductions will be as per rule. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

You are required to join on **October 24th, 2016**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to HOD-Communication Skills

The terms & conditions would be as under:

1. Your regularization will be subject to your satisfactory performance for the period of 1 year of service and subsequent approval by the Staff Selection Committee.

2. **Working Hours:** Timings of our Institute are 8:30 AM to 4:30 PM Monday to Friday, third Saturday being off. On Saturdays the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion of the Management.

3. **Non Disclosure:** Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services. In regards of your salary 10% of your salary will be deducted every month till amount of your one month salary is deposited with us. Same will be returned to you at the time you will be leaving the institute after serving one month's notice as per norms.

4. **Dress Code:** Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGI expects you to follow a dress code provided by the institute which helps you to project a professional image to our students, potential employees and the community we are a part of Hence it is essential you take pride in your appearance and maintain proper dress code and general appearance during office hours You are expected to dress neatly and in a manner consistent with the nature of work performed.

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Acceptance.....

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● Fax : 91-07324-405200 ● E-mail : svceindore@bsnl.in ● Website : www.svceindore.ac.in

6. **Business Code of Conduct and Ethics:** You are expected to maintain the highest level of ethical conduct. Any instance of improper conduct including, but not limited to misconduct or gross negligence shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu thereof. You are not authorized to communicate any matter related to SVGI to the external world such as, media.

7. **Intellectual Property Rights:** The Institute owns all intellectual property, inventions, patents, patentable developments or related know-how developed by any employee or by anyone, including students, using any Institute facilities, equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the institution such material could also be used for satisfying requests of accreditation agencies for faculty-authored syllabus and course descriptions. Any exceptions to this general rule will be governed by the Institute's Policy on IPR and Patents.

8. **Notice for Termination:** You are required to serve the institution for a minimum period of one year. The written notice required for termination of employment will be one months' notice or you have to pay one months' salary in lieu of it. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. However, the institute can terminate your services without any notice period. In the event of your giving a notice for relieving shorter than the above period, the institute shall exercise its own discretion to adjust any absence due to you or will recover from you such amount from your dues towards shortfall in notice period.

9. Your appointment is full time and you shall not undertake any other employment anywhere else while you are in service of this Institute. You shall not indulge in any other activities, which are against the interest of the Institute. You are not permitted to engage in any private coaching/tuitions while in service of this Institute.

10. You shall maintain absolute integrity & devotion towards the Institution. In case of any indiscipline and insubordination your services may be terminated without notice. The decision of the Management in this regard would be final and binding on you.

11. **Asset Handling:** You will be responsible for safe keeping and return in good condition and order all office properties, equipments, instruments, tools, books etc., which may be given to you for your use, custody and charge. The Institute has the right to deduct money along with all such things from your dues and take such other action as the Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the Institute.

Note: The management reserves the right to amend any terms and conditions in the interest of the institution.

Wishing you a professionally rewarding tenure and long association with our Institution.

With Warm Regards,

R S Tare
Dr. Rajendra Tare
Principal SVCE

Dr. P.K Dubey
Director Academic

Mrs. Alka Dubey
Director

Acceptance.....

Swami Vivekanand College of Pharmacy

(An ISO 9001 : 2008 Certified Institute)

(Approved by AICTE New Delhi • Approved by PCI New Delhi • Affiliated to RGPV Bhopal • Recognized by DTE Govt. of MP)

Campus : Khandwa Road, Near Toll Naka, Indore (M.P.)

SVCP • Fax +91-07324-405200 • Email info@svcp.ac.in • Website www.svcp.ac.in

SVCE/19/11

Ms. Nidhi Rai

132-C, Bakhtawar Ram Nagar, Indore (M.P.)

Subject: Appointment letter for the post of Assistant Professor in the MBA Department, of SVCE.

Dear Nidhi,

This has reference to your application for the post of Assistant Professor in MBA Department and the subsequent interview held on 08 August 2019. The management is happy to offer you the post of Assistant Professor in MBA Department in our College with effect from the date of your joining on the following terms and conditions.

1. You will be required to report to the Principal, College of Engineering.
2. In addition to academic activities, you will take due interest in organizing suitable extra curricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months and on successful completion of the probationary period you will be taken in as a regular faculty of the Institute.
5. Your service will be governed by the service rules of the Institute, which will be issued to you from time to time.
6. In addition to your normal duties as Assistant Professor, You will be required to assist the Institute of Swami vivekanand Group of Institutions, as and when required to do so by the Management.
7. One month's notice is required from either side to terminate this appointment.
8. You are expected to maintain high standard of the corporate life of the Institute.
9. You are required to sign the copy of this letter to attest to your agreement the terms and conditions as stated above.

We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Dr. Arun K. Tyagi
Group Director

Above Terms & Conditions accepted

(Nidhi Rai)

CC : Principal, Swami Vivekanand College of Engineering
Account section (Her date of joining is 16 August, 2019 in the salary of Rs. 24000 /p.m.
Personal File

Swami Vivekanand College of Engineering

(An ISO 9001 : 2008 Certified Institute)

SVCE

(Approved by : A.I.C.T.E., New Delhi ✵ Affiliated to R.G.P.V. Bhopal & DAVV Indore ✵ Recognised by: D.T.E. Govt.
Khandwa Road, Near Toll Naka, INDORE - 452 020 (M.P.) Phone : +91-731-3296144, 3296149, 07324-40
Fax : 91-07324-403200 ✵ Email : svceindore@bsnl.in ✵ Website : www.svceindore.ac.in

ESTT/APPT/2011-12/08/

August 13th, 2011

Ms. Juhi Nagpal
Indore – (M.P.)

Sub: Appointment for the post of Lecturer in Electrical & Electronics Engineering.

Dear,

I am pleased to inform you that you have been appointed as Lecturer in Electrical & **Electronics Engineering** on a basic salary **Rs. 8,000/- + D.A of Rs. 4000/-** in the pay scale of **Rs. 8000-275-13500** with Total emolument of **Rs. 12,000/-** per month including all allowances, the deductions will be as per rule.

1. That you will join your duties immediately.
2. That this appointment is on probation for one year which may be extended if necessary.
3. That you will remain available in the institute office during the working hours of the institute or if needed under special circumstances as directed by the management.
4. That this is a full time appointment and does not permit to work for the any other organization.
5. That you will be granted casual leave on proportionate basic per month during the probation period.
6. That this appointment can be terminated with **One Month** notice from either side during the probation.
7. Incase you wish to resign from the college after the probation period, you will be required to give **Three month** clear notice or deposit equivalent salary. Same shall be applicable to the **management, in case decides to terminate your services.**
8. As per AICTE norms, academic staff who are not having valid PG degree are required to have a valid Gate score card or must enroll for PG programmer and complete the program in the stipulated period.
9. **The management reserves the right to amend any terms and conditions in the interest of institutions.**
10. In case you are found violating the term and conditions of this appointment, your services can be terminated without notice, but after giving you a chance of hearing by the Management /Society.

Please convey your acceptance and join your duties..

Thanking you,
Yours Sincerely,

[illegible]
Director (SVCE)

Received
Juhi

Copy to :-

- Group Director S.V.T.S. Indore for kind information.
- Estt. Section for personal file.
- A/C section

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE