



Reg. No. IND/5628/2001

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

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


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KHANDWA ROAD, INDORE


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PRINCIPAL
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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



INDORE
Date: - 28/12/2017

SVCE/Appointment/Mechanical/2017-18/

Mr. Ajay Bhargava
D-14/172, Kanchanjanga 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 in the post of Professor in Mechanical Department your appointment is on full time basis for a period of one year in the month of Rs. 15600-39100 on a Basic Salary of Rs. 15600/- and Grade Pay Rs. 8000/-, Conveyance Rs. 1600/- and other allowances 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.

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Acceptance
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KHANDWA ROAD, INDORE



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/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

Above Terms & Conditions accepted

Dr. Pradeep Kumar Patil
Principal

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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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

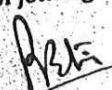

Sachin Mishra
Director

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

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 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.

Cont Page 2

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INDORE

Acceptance.....
28/7/2018



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

Date: September 5th, 2016

VCE

Appointment/Teaching/2015-16

Mr. Arvind Patidar
C-1, Mangal Nagar
Near Bichol 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 in 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. 3,400/- 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 like 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.

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 confidentiality and will be required to sign an agreement not to disclose any information with respect to our salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even termination of your services. In regards of your salary 10% of your salary will be deducted every month till the end 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: As you are a representative of the Institute, you must pay attention to personnel grooming and dress. You are expected to follow a dress code provided by the Institute which helps you to maintain a professional image to our students, potential employees and the community we are a part of. Hence it is mandatory for you to maintain proper dress code and general appearance during office hours.

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 all computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage devices. You are also responsible for maintaining information security outside the premises of the Organization and during the normal working hours.

Acceptance

Arvind Patidar
PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Arvind Patidar
PRINCIPAL
SWAMI VIVEKANAND
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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

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. In case 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

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Recd
B. Singh

[Signature]



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

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. B.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.

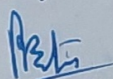
1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months 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.

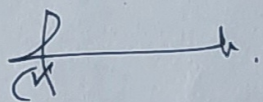
We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Above Terms & Conditions accepted


Dr. Pradeep Kumar Patil
Principal


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.
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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
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

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Ses At
27

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KHANDWA ROAD, INDORE



Swami Vivekanand College of Engineering

(An ISO 9001:2008 Certified Institute)

(Approved by AICTE, New Delhi • Affiliated to PGPV Bhopal • Recognised by DTE Govt of MP)
Campus : Khandwa Road, Near Toll Naka, Indore-452020 (M.P.) Phone : +91-0731-225144 • 45-07324-405200
• Fax : +91-07324-405200 • Email : svceindore@gmail.in • Website : www.svceindore.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 you 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. In case 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
- Estt. Section for personal file
- A/C section

PRINCIPAL

SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

SVCE/Appointment/Teaching/2015-16/

Ms. Priyanka Potghan
97/2 Nanda Nagar
Indore (M.P.)
Mob : 91 91798 19074

Date: July 20th, 2016

ORDER OF APPOINTMENT

Dear Ms. 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 - 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/- and other Allowance 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 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 & 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 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 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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Khandwa Road, Near Toll Naka, Indore - 452 020 (M.P.) = 07324-405000
E-mail: principal@svge.in & www.vivekanandgroup.com



SVCE/Appointment/Teaching/2016-17/

Date: - 07/09/2017

Mr. Rahul Nandwal
344/7 Nanda Nagar
Indore (M.P.)

ORDER OF APPOINTMENT

Sir Rahul

In 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 Assistant Professor in Mechanical Department your appointment is on full time basis for a period of one year on 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. 20,000/- 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-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.

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. SVGE 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.

Int. Page2

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

ESTT/APPT/2013-14/02/

February 28th, 2014

Mr. Rajesh Rathore

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

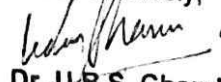
Dear Mr. Rajesh Rathore,

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. In case 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



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SVCE/Appointment/Teaching/2016-17/ 117

Dates: January 20th, 2017

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

ORDER OF APPOINTMENT

Dear Ritesh

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 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.....



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 33,500 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 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

Sandeep

[Signature]
PRINCIPAL
SWAMI VIVEKANANDA
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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,

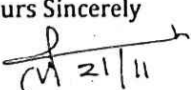
This has reference to your application for the post of Assistant Professor in *Mechanical Department* and the subsequent interview held on 12th October 2022. The management is happy to offer you the post of Assistant Professor in Mechanical Department in our College with effect from the date of your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


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


PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Received
By Shrikant
9/12/22



Swami Vivekanand College of Engineering

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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.

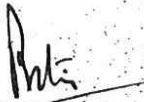
Thanking You

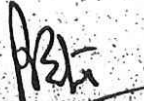
Yours Sincerely

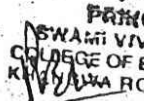
Principal

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

Above Terms & Conditions accepted


PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE


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KHANDWA ROAD, INDORE



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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.org

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

[Signature]
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

[Signature]
PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

[Signature]
PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE



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

ESTT/APPT/2013-14/071

July 9th, 2014

Mr. Vishal Wankhade
INDORE(M.P.)

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

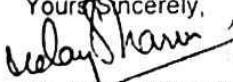
Dear Mr. Vishal Wankhade,

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. In case 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..

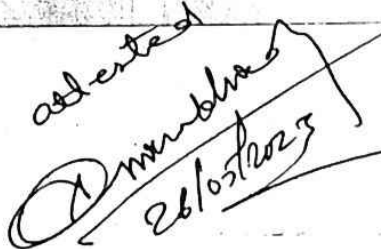
Thanking you,
Yours Sincerely,


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

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

Self attested

26/07/2014



SVCE
KHANDWA ROAD, INDORE



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

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.

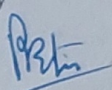
1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months 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.

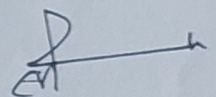
We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Above Terms & Conditions accepted


Dr. Pradeep Kumar Patil
Principal


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



CE/Appointment/Teaching/2016-17/

Date: - 07/09/2017

s. Geeta Dwivedi
L No 155 Idea Multi
lora

ORDER OF APPOINTMENT

Mr Geeta

In reference to your application and interview held in our office, we are glad to inform you that you have been appointed as Assistant Professor in Mechanical Department your appointment is on full time basis for a period of one year on a 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 per norms. 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 04-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.

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 Statute 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 or without 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.

Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVGE 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, tablets, 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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SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Handwritten signature: R. S. Tare

Acceptance

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KHANDWA ROAD, INDORE

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SVCE

SVCE/Appointment/Teaching/2016-17/

Date: August 1st, 2016

Mr. Anshuman Nimade
Flat No. 102, 70/A Krishna Apartment
An. apurna 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 to the post of Assistant Professor – Civil Engineering Department. Your appointment is on full time basis for a period of one year. 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 Statute 30).
2. Working Hours: Timings of our Institute are 8:00 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. SVCE 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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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE



Date: - 08/02/ 2018

SVCE/Appointment/Teaching/2017-18/

Mrs. Anubha Kroll
143, Tejaji Nagar, Kharchwa 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/- or 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.
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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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KHARCHWA ROAD, INDORE

PRINCIPAL
SWAMI VIVEKANAND

Acceptance

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KHARCHWA ROAD, INDORE



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

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. In case 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. Chandrawal
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, Janjiwala Ghaurha, Indore (M.P.) Phone: +91-0731-4082047

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KHANDWA ROAD, INDORE

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KHANDWA ROAD



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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.

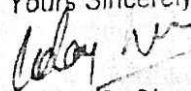
Dear Mr. Kapil Kushwah,

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. In case 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..

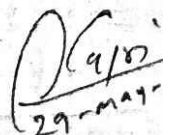
Thanking you,
Yours Sincerely,


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-14



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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.

Mahesh

Am

Acceptance.....

OFFICE OF THE
PROFESSOR
CIVIL ENGINEERING
INDORE



Swami Vivekanand College of Engineering

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• Fax : +91-07324-406200 • Email : svceindore@bsnl.in • Website : www.svceindore.ac.in

May 31st, 2014

ESTT/APPT/2013-14/05/

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. In case 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,

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

Copy to :-

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

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P.B.S.
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KHANDWA ROAD, INDORE

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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



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/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.

2/12/2015
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.
- 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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KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE

Acceptance
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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/2015-16/381

Date: July 1, 2015

Mr. Sharad Chaurasiya
204 Talab Road, Garhi Malehra
Chhatrapur (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.

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Principal,
Swami Vivekanand College of Engineering
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Khandwa Road, Near Toll Naka, Indore-452020 (M.P.)



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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 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. 6400/- with Total emolument of Rs. 1,10,000/- per Month including all allowances; 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 September 28th, 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 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. SVCE 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.

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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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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SVCE

SVCE/Appointment/Teaching/2015-16/405

Date: September 4, 2015

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

ORDER OF APPOINTMENT

Dear Mr. Vinod,

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 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 10,000/- with total emolument of Rs 21,000/-, the deductions will be as per rule. Your performance will be assessed during the first 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.
- 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 organization. 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
Ballabn 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 16000/- 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.....

Dalch

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

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,

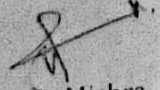
This has reference to your application for the post of Assistant Professor in *Civil Engineering Department* and the subsequent interview held on *10th March 2022*. The management is happy to offer you the post of Assistant Professor in Civil Engineering Department in our College with effect from the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

Yours Sincerely


Sachin Mishra
Director


Above Terms & Conditions accepted

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



SVCE/Appointment/Teaching/2018-19/

Date: - 20/07/2018

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

ORDER OF APPOINTMENT

Dear Aarti

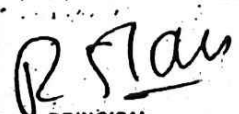
With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor in Computer Science Department your appointment is on full time basis for a period of one year in the pay band of Rs. 8000-275-13500 on a Basic Salary of Rs. 8,000/- and D.A Rs.7400/- total emolument of Rs. 15,400/- Per month the deductions will be as per rule. Your performance will be assessed during first three months' for probation 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 Statute 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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Page 2


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Acceptance 

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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

Above Terms & Conditions accepted


PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

CC: Principal, Swami Vivekanand College of Engineering/Pharmacy
24th April 2023 in the salary of Rs. 13,000/p.m. CTC.)



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

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,

I have 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

Above Terms & Conditions accepted

Sachin Mishra

Director

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.
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

(C) 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
KHANDWA ROAD, INDORE

Mishra
26/05/2022



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.

Cont. Page 2

Acceptance.....

Amrita Jain
19/2/18



Swami Vivekanand College of Engineering

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

Date: 28.11.2022

REF: SVGI/HR/2022-23/031

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.

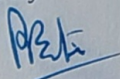
1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months 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.

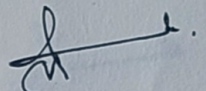
We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Above Terms & Conditions accepted


Dr. Pradeep Kumar Patil
Principal


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



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

REF: SVCE/HR/2021-22/30

Date: 09/09/2021

Mr. Ashish Tiwari
25, Rewa Park Colony, Sanaud
Dist. Khandwa, MP

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

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.
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 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

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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.
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 (Her date of joining is 03rd May, 2021 in the salary of Rs. 20000/p.m. CTC.
Personal File



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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.
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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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



PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE



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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
Lakshman Pura,
Indore, MP

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

Dear Ms. Mithilesh Nandini Malviya,

We have reference to your application for the post of Assistant Professor in Computer Science Department and the subsequent 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 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

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



Date: - 17/07/2018
INDORE
SVCE

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• info@svceindore.ac.in • www.vivekanandgroup.com

SVCE/Appointment/Teaching/2017-18/C 2

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.
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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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.



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.
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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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 (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@svgeindore.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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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.

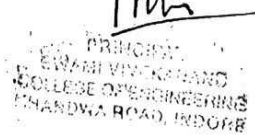
Thanking You
Yours Sincerely


Sachin Mishra
Director

Above Terms & Conditions accepted


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


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

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 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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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

Sachin Mishra
Director

Above Terms & Conditions accepted

Priyanka Bisen
Receiving

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

P. Mishra
PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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



INDORE
Date: 31/08/2018

SVCE/Appointment/Teaching/2018-19/

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

ORDER OF APPOINTMENT

Dear Ruchi

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 Grade Pay Rs. 7,400/-, with total amount 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 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:

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 Saturday; 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 the end 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. 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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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE



INDORE
SVCE

SVCE/Appointment/Teaching/2018-19/

Date: - 31/08/2018

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

ORDER OF APPOINTMENT

Dear Saloni

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 1 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. 15,400/- Per month the deductions will be as per rule. Your performance will be assessed during first three months' for probation 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 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. SVCE 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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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE

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SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE



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@svgeindore.ac.in • Website : www.vivekanandgroup.com

Date: 11.11.2021

REF: SVGI/HR/2021-22/35

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 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

Sachin Mishra
Director

Above Terms & Conditions accepted

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

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 SVGL.

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



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

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

Mueka
26/12/23

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



SVCE/Appointment/Teaching/2016-17/

Date: - 07/09/ 2017

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

ORDER OF APPOINTMENT

Dear Vishal

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



Swami Vivekanand College of Engineering

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

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 ~~w~~ ~~ill~~ ~~be~~ ~~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 **05th September, 2022** in the salary of Rs. 60,000/p.m. CTC.)
Personal File



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

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

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.

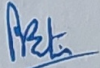
1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months 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.

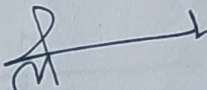
We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Above Terms & Conditions accepted


Dr. Pradeep Kumar Patil
Principal


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

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 22nd 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

Principal
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

RETRAPTION 104

April 6th, 2004

ENCLOSURE - (M, P, J)

Task Assignment for the post of Lecturer in Electronics & Communication Engineering.

Casey

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. 15,600-39,100 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 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. Income 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. said 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 Authority.

Please convey your acceptance and join your duties
Thanking you.

Thanking you

Yours Sincerely,

Dr. J. Q. Ambrose
Director (S/CE)

2000

Copy to:

- Group Director S.V.T.S. Include for kind information.
- Eft. Section for personal file.
- A/C Section.



Swami Vivekanand College of Engineering

(An ISO 9001:2008 Certified Institute)

(Approved by A.I.C.T.E., New Delhi • Affiliated To R.G.P.V. Bhopal & DAVV Indore • Recognised By D.T.E. Govt. of M.P.)
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

SVCE

March 31st, 2011

ESTT/APPT/2010-11/03/

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. In case 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
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-492 020 (M.P.) Phone : +91 731 3696144, 3696148
E-mail : svceindore@svceindore.in Visit us at : www.svceindore.ac.in

ESTT/APP/2005/421-
November 28, 2005

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

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

Dear Megha,

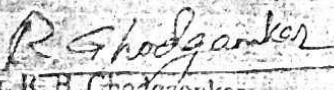
I am pleased to inform you that you have been appointed as Lecturer in Electronics & Communication Department with a starting basic salary of Rs. 8,000/-, in the pay scale of Rs. 8000-275-13500 and allowances as applicable and approved by the management. Initially you will be getting total salary including 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. In case 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,


Dr. R.B. Chodgaonkar
Principal

Copy to :-

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




PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE



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

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.

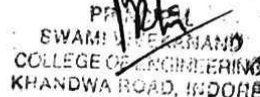
We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely


Sachin Mishra
Director

Above Terms & Conditions accepted

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


SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE



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

Date: - 23/03/2018

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

ORDER OF APPOINTMENT

Dear Ravindra

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 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 VIVEKANANDA
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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Fax : 91-07324-405200 • Email : svceindore@bani.in • Website : www.svceindore.co.in

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 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. In case 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


GROUP DIRECTOR
S.V.T.S. INDORE



CE/Appointment/Teaching/2018-19/

Date: - 29/09/2018

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

ORDER OF APPOINTMENT

Dear Debsikha

In reference to your application and interview held in our office, we are glad to inform you that you have been appointed as 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 amount of Rs 15,400/- 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 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 organization within a week of your joining (if applicable). You shall report to HOD- Electronics & Communication Department.

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.

Page 2

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

PRINCIPAL
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE



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SVCE

SVCE/APPT/J2013-14/06/

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. In case 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,

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

Copy to :-

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

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

PRINCIPAL
 SWAMI VIVEKANAND
 COLLEGE OF ENGINEERING
 KHANDWA ROAD, INDORE

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

Date: 01/07/2019

SVCE /HR/Appointment/2019-20/213

To,
Mr. Hemant Raghuvanshi,
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
CC: Secretary S.V.T.S. Indore for kind information
Account section.
HOD's.
HR Department

Above Terms & Conditions accepted

Principal
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Principal
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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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/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. In case 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.

R. STAN

Accepted

Prk
PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

R. STAN
PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Prk
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)

(Approved by : A.I.C.T.E., New Delhi • Affiliated to R.G.P.V. Bhopal & DAVV Indore • Recognised by : D.T.E. Govt. (M.P.)
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

SVCE

SVCE/Appointment/Teaching/2015-16/

Date: October 8th, 2016

Mr. Ankur Malhotra
BX 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.

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KHANDWA ROAD, INDORE

Received
Staff
Registration

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KHANDWA ROAD, INDORE



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

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

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

Above Terms & Conditions accepted

(Anubhav Varshney)

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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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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: 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.

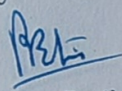
1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months 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.

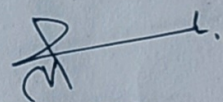
We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Above Terms & Conditions accepted


Dr. Pradeep Kumar Patil
Principal


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

Date: 07.09.2022

REF. SVGI/HR/2022-23/007

Mr. Lokesh Patidar
211, Brahmajuri Colony
Indore, MP

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

Dear Mr. Lokesh Patidar,

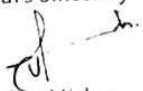
This has reference to your application for the post of Assistant Professor in Electrical & Electronics Department and the subsequent interview held on 26th August 2022. The management is happy to offer you the post of Assistant Professor in Electrical & Electronics Department in our College with effect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

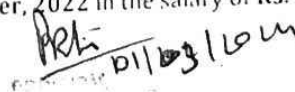
Yours Sincerely


Sachin Mishra
Director

Above Terms & Conditions accepted


Lokesh Patidar

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
SVCE
INDORE

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info@svceindore.ac.in • www.vivekanandgroup.com



Date: 07/03/2018
SVCE

SVCE/Appointment/Teaching/2017-18/

Ms. Honey Sharma Mandloi
27-B Valshall 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 to 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 probationary period 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. SVCE 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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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/2016-17/ 13

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 to the post of Lecturer – Electrical 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. 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.
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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COLLEGE OF ENGINEERING
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KHANDWA ROAD, INDORE

Acceptance
PRINCIPAL
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE



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/V7

Date:

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

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

Dear Ms. Gaur,

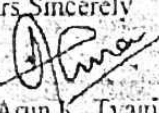
This has reference to your application for the post of Assistant Professor and the subsequent interview held in our office on September 5, 2019. The management is happy to offer you the post of Assistant Professor in the department of Electrical & Electronics in our College of Engineering with effect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

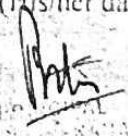

Dr. Arun K. Tyagi
Group Director

Above Terms & Conditions accepted

CC

Principal, SVCE, Indore
Personal File

Accounts section- (His/her date of Joining..... Salary ₹.21600/- Per Month)


SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Manisha
9/09/19



INDORE
SVCE
Date: - 12/04/2018

SVCE/Appointment/Teaching/2017-18/

Ms. Namrata Jain
Chandra Prabha Nagar near Reliance Tower
Seoni

ORDER OF APPOINTMENT

Dear Namrata

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:** 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.....

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

SVCE/Appointment/Teaching/2016-17/183

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 conditions 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. SVGE 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



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.

Cont. Page2

Acceptance.....



Swami Vivekanand College of Engineering

(An ISO 9001:2008 Certified Institute)

(Approved by: AICTE, New Delhi & Affiliated to RGPV, Bhopal & DAVV, Indore & Recognized by: DTE Govt. of MP)
Khandwa Road, Near Toll Naka, Indore-452020 (M.P.) Phone : +91-0731-3256144, 148, 07324-405000
Fax : +91-07324-405200 & Email : info@svceindore.ac.in & Website : www.vivekanandgroup.com

CE/Appointment/Teaching/2015-16/334

Date: Jan 2, 2015.

Dr. Usha Soni
Anurag Nagar, AB Road
Dore (M.P.)
Mob : 82259-47998

ORDER OF APPOINTMENT

Reference to your application and interview held in our office, we are glad to inform you that you have been appointed in the post of Assistant Professor in Electrical and 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 7,400/- with an emolument of Rs 23,000/-, 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 Jan 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 Electronics and Electrical 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 Statute 30).

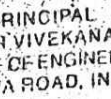
Working Hours: Currently Institute runs in two shifts - 8:00 AM to 3:00 PM and 10:00 AM to 5:00 PM Monday to Friday, Saturday being off. On Saturdays and in general shifts the timings will be 9:00 AM to 4:00 PM. However shift timings and working days are subject to change, which is solely at the discretion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

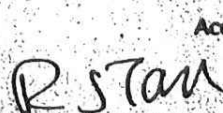
Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain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

Dress Code: Since, each of us is a representative of the institute, you must pay attention to personnel grooming and adhere to recommended dress. SVCE 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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R. S. Tan

Acceptance 
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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



Date: - 24/10/2017

SVGE/Appointment/Teaching/2016-17/

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 as 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. All allowances the deductions will be as per rule. Your performance will be assessed during first three months' for probation 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. 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 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.

Int Page 2

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KHANDWA ROAD, INDORE



Date: 06/08/2018

SVCE/Appointment/Teaching/2018-19/

Ms. Chandramala Amarji
238, Shyama Charan Shukla Nagar, Navlakhi
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 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 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.

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 & 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. SVCE 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 outside the normal working hours.



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: 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

Above Terms & Conditions accepted


Sachin Mishra
Director

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-462020 (M. P.) Phone : + 91- 07324-406000
Email : info@svop.ac.in • Website : www.svop.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,

is 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

Above Terms & Conditions accepted

Sachin Mishra
Director

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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KHANDWA ROAD, INDORE



Swami Vivekanand College of Engineering

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Campus : Khawda Road, Near Old Bus Naka, Indore-462020 (M.P.) Phone : +91-07324-406000
E-Mail : info@svceindore.ac.in & Website : www.svceandgroup.com

REF: SVCE/NR/2022-23/006

Date: 02.09.2022

Ms. Meenakshi Prasad
42, Lok Nayak Nagar,
Indore, 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
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KHANDWA ROAD, INDORE

Meenakshi
29/5/23



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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. In case 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)

Copy to :-

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

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

SVCE

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. 8000-175-13500 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. In case 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.
- AC section

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info@svceindore.ac.in - www.vivekanandgroup.com



Date: - 31/07/2018

SVCE/Appointment/Teaching/2017-18/

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 post 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 Rs. 4,400/- 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 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 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.

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.

nt Page 2

Principal
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KHANDWA ROAD, INDORE

Acceptance
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Principal
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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: 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

Above Terms & Conditions accepted

Dr. Pradeep Kumar Patil
Principal

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



SVCE/Appointment/Teaching/2018-19/

Date: - 29/12/2018

Ms. Sapana Parmar
UG/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 in 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 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 Statute 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- 452 020 (M.P.) Phone : +91-731-3296144, 3296149, 07324-4051 00
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**

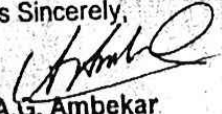
Dear,

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. In case 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.

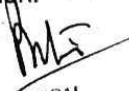
Please convey your acceptance and join your duties..

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.


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26/5/22



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

Date: 16.11.2022

REF: SVGI/HR/2022-23/014

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

SVCE/Appointment/Teaching/2015-16/406

Date: September 7, 2015

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

ORDER OF APPOINTMENT

Dear Mr. Ashish,

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 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 • Email : svceindore@bsnl.in • Website : www.svceindore.ac.in

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**

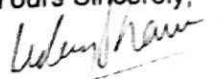
Dear Mr. Ashwini Sharma,

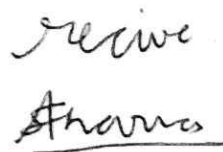
I am pleased to inform you that you have been appointed as **Assistant Professor in Mathematics Department** on a basic salary of Rs. 8,000/- + D.A. Rs. 5,000/- in the pay scale of Rs. 8000-275-13500 with Total emolument of Rs. 13,000/- per month including all allowances, the deductions will be as per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


Ashwini Sharma

Copy to :-

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



SVCE

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

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

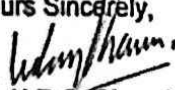
Dear Mr. Bhupendra Singh Solanki,

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. In case 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


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

Date: 23.10.2021

REF: SVGI/HR/2021-22/34

Mr. Brajesh Upadhyay
37, Peepal Gali, Barwaha
Dist. Kharagone, 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

Sachin Mishra
Director

Above Terms & Conditions accepted

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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Swami Vivekanand College of Engineering

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(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

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

Above Terms & Conditions accepted

Dr. Pradeep Kumar Patil
Principal

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

ESTT/APP/2005/
August 17, 2005

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

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.

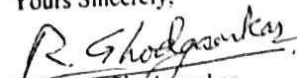
That you will be required to attend any other work that may be entrusted to you by the Principal / Director.

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,


Dr. R. B. Ghodgaonkar
Principal

Copy to :-

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



PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE



Swami Vivekanand College of Engineering

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

Date: Aug 5, 2015

SVCE/Appointment/Teaching/2015-16/394

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...

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KHANDWA ROAD, INDORE



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SVCE/Appointment/Teaching/2015-16/342

Date: Feb 2, 2015

Dr. Nilesh Dashore
353, 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. SVCE 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

(Signature)
Dashore

Acceptance *(Signature)*
PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE



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

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.....



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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.

Cont. Page 2...


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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Acceptance.....



SVCE/Appointment/Teaching/2018-19/

Date: - 11/09/2018

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

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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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/2013-14/071

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. In case 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,

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

Copy to :-

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

[Signature]
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE



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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.

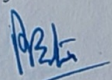
1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months 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.

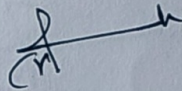
We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Above Terms & Conditions accepted


Dr. Pradeep Kumar Patil
Principal


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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• Email : Info@svceindore.ac.in • Web@ : www.vivekanandgroup.com

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.
- 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

28/05/23
26



Swami Vivekanand College of Engineering

(An ISO 9001:2008 Certified Institute)

(Approved by : A.I.C.T.E., New Delhi • Affiliated to R.G.P.V. Bhopal & DAVV Indore • Recognised by D.T.E. Govt (M.P.)
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

SVCE/Appointment/Teaching/2015-16/

Date: October 1st, 2016

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

ORDER OF APPOINTMENT

Dear 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 – 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. 15600-39100 and 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.
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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• Email : info@svceindore.ac.in • Website : www.vivekanandgroup.com

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 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 you 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 (31 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 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. 12,000/p.m. CTC.)
Personal File


PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE





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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,

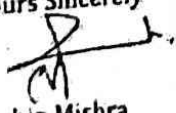
This has reference to your application for the post of Assistant Professor in Chemistry Department and the subsequent interview held on 27th August 2022. The management is happy to offer you the post of Assistant Professor in Chemistry Department in our College with effect from the date of your joining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

Yours Sincerely


Sachin Mishra
Director

Above Terms & Conditions accepted

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


26/12/22



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STT/APPT/2009-10/12/

December, 22nd, 2009

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

Sub: Appointment for the post of Administrative Officer.

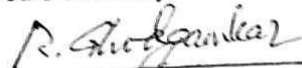
Dear,

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. In case 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,


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





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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 SVGL.

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.

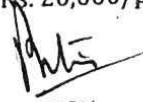
We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You
Yours Sincerely

Above Terms & Conditions accepted


Sachin Mishra
Director

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



INDORE
SVCE
Date: - 24/01/ 2018

SVCE/Appointment/Teaching/2017-18/

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.

Cont. Page 2

Acceptance.....



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SVCE /HR/Appointment/2019-20/215

Date: 01/07/2019

To,
Mr. Vinay Singh Sengar,
Umrehkeda,
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

PRINCIPAL
SWAMI VIVEKANAND
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KHANDWA ROAD, INDORE

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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 

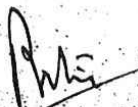
CC: Secretary S.V.T.S. Indore for kind information
Account section.
HOD's.
HR Department

Above Terms & Conditions accepted



PRINCIPAL
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE


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KHANDWA ROAD, INDORE



Date: 25/01/2018
INDORE
SVGE

SVGE/Appointment/Teaching/2017-18/
Mohd. Aamir Qureshi
D-1 Sch No. 71
Indore

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 6 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 our 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

R. S. Talwar
PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Pr
PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Acceptance *Pr*
Pr *Pr* *Pr*
PRINCIPAL
SWAMI VIVEKANAND
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KHANDWA ROAD, INDORE

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE



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

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

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. 15,600/p.m. CTC.)
Personal File

PRINCIPAL
SWAMI VIVEKANAND
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/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

ORDER OF APPOINTMENT

Dear Dhriti,

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 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.

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 present 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.

Ramesh



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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



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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

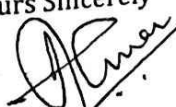
This has reference to your application for the post of Assistant Professor in MBA Department and the subsequent interview held on 08 August 2019. The management is happy to offer you the post of Assistant Professor in MBA Department in our College with effect from the date of your joining on the following 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

Yours Sincerely


Dr. Arun K. Tyagi
Group Director

Above Terms & Conditions accepted

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



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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,

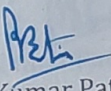
This has reference to your application for the post of Assistant Professor in *Management Department* and the subsequent interview held on 21st October 2022. The management is happy to offer you the post of Assistant Professor in Management Department in our College with effect from the date of your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

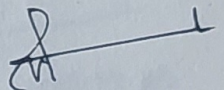
We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

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.)
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/Appointment/Teaching/2015-16/011

Date: April 12, 2016

Sugandha Parse
IndraPuri Colony
Indore (M.P.)
9406621609

ORDER OF APPOINTMENT

Mrs. Sugandha

In reference to your application and interview held in our office, we are glad to inform you that you have been appointed in post of Assistant Professor - MBA Engineering Department with additional responsibilities of HR Executive. 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 Grade Pay Rs 5958/- with total emolument of Rs 13958/-, the deductions will be as per rule. Your performance will be tested during first three months for continuation of service for the ensuing period of the first year.

You are required to join on April 1, 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 Department.

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 Statute 30).

Working Hours: Currently Institute runs in two shifts - 8:00 AM to 1:00 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.

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 personal 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.

Acceptance: _____



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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.

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 studying 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.

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 month's notice or you have to pay one month's 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 going on leave for a period shorter than the above period, the Institute shall exercise its own discretion to adjust any absence leave to you or will recover from you such amount from your dues towards shortfall in notice period.

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/tutoring while in service of this Institute.

You shall maintain absolute integrity & devotion towards the Institution. In case of any indiscipline and subordination your services may be terminated without notice. The decision of the Management in this regard would be final and binding on you.

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.

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.

Warm Regards,


The Academic


Acceptance _____



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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



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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 SVCE

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


Anshu 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



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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.
- 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 November, 2022 in the salary of Rs. 45,000/p.m. CTC)
Personal File

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Scanned with OKEN Scanner

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7/APPT/2013-14/06/

June 20th, 2014

Prabodh Bhise
DRE(M.P.)

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

Mr. Prabodh Bhise,
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 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. In case 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.
- The management reserves the right to amend any terms and conditions in the interest of institutions.
- 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

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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SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE



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SVCE

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

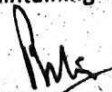
Dear Mr. Pranjal

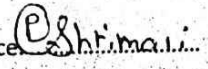
With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Lecturer – Mechanical Engineering Department. Your appointment is on full time basis for a period of one year in the pay scale of 8000-275-13500 on a Basic Salary 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 



Swami Vivekanand College of Engineering

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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,

U.B.S. Chandrawat
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

Reviewed.
Punit Mishra



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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.**

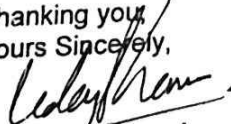
Dear Mr. Shailendra Pawanr,

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)

Copy to :-

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

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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

Principal
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KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE



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• Fax : 01-07324-405200 • E-mail : svceindore@bafn.in • Website : www.svceindore.ac.in

SVCE/Appointment/Teaching/2016-17/189

Date: March 14th, 2017

Mr. Atul Dhakar
S6, Bharmपुरi 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.....

Atul
12/06/2017



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Ref: Appointment/Teaching/2015-16/0347

Date: Feb. 23rd, 2015

Mr. Avinash Kumar Namdeo
1/327, Deendayal Upadhyay Nagar
(M.P.)
98268-17722

ORDER OF APPOINTMENT

Mr. Avinash,

Reference to your application and interview held in our office, we are glad to inform you that you have been appointed as 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 allowances Rs 5,400/- with total emolument of Rs 29,000/-, 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 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). 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 Statute 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 timings and working days are subject to change, which is solely at the discretion of the Management.

Confidentiality: Due to the proprietary nature of our products and services, you are required to maintain the highest confidentiality and will be required to sign an agreement not to disclose any information with respect to our salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even 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. SVCE 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 devices. 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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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. In case 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,

U.B.S. Chandrawat
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

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Recd.
Amit



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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,

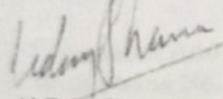
I am pleased to inform you that you have been appointed as Lecturer in Mechanical Engineering department on ad-hock basis on a consolidated salary of Rs. 14,000/- per month. The deductions if any will be as per rule.

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)

Received
Amit

Copy to :-

- Group Director S.V.T.S. Indore for kind information
- Estt. Section for personal file
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SVCE/Appointment/Teaching/2016-17/

Date: - 25/08/2017

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 to 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 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 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.

Page 2

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SVCE/Appointment/Teaching/2016-17/

Date: August 5th, 2016

Mr. Shekhar Sen
 153, Silaram Nagar Palda
 Indore (M.P.)
 Mob : 91 8101 98277

ORDER OF APPOINTMENT

Dear Shekhar
 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 15500 and grade pay Rs. 3400/- with total emolument of Rs 19900/- 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 organization. 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. SVCE 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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Khandwa Road, Near Toll Naka, INDORE - 452 020 (M.P.) Phone: +91-731-3256144, 3296149, 07324-405000
• Fax: 91-07324-405200 • E-mail: svceindore@bani.in • Website: www.svceindore.ac.in

Date: September 28th, 2016

SVCE/Appointment/Teaching/2015-16/

Mr. Ravi Kumawat
AT Post - Umakhali,
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

ORDER OF APPOINTMENT

Dear Arnika,

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. 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 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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SVCE/ Appointment/Teaching/2015-16/

Date: October 1st, 2016

Mr. Harshwardhan Soni
54-55 Ada Bazar
Indore (M.P.)

ORDER OF APPOINTMENT

Dear Harshwardhan

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. 21,000/- 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).

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. SVCE 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

[Signature]
30/10/16

Cont. Page 2..



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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 SVGE 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,


Dr. Rajendra Tare
Principal SVCE


Dr. P.K. Dubey
Director Academic


Mrs. Alka Dubey
Director

Acceptance 



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City Office : +91-07324-405200 • Email: svceindore@bsnl.in • Website: www.svceindore.ac.in

T/2013-14/03

June 14th, 2014

ESTT/APPT

Mr. Vishwajeet Kumar Sharma
INDORE - (M.P.)

Sub: Appoin

ment 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 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.

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 your 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 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.
- your acceptance and join your duties..

Please convey

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

PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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

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 in 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 900/- with total emolument of Rs 37,500/-, the deductions will be as per rule. Your performance will be assessed during the 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.

Int. Page 2.

Acceptance

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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE



SVCE

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

ESTT/APPY/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. In case 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

Received
Ambrish Shrivastava



Swami Vivekanand College of Engineering

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SVCE

SVCE/Appointment/Teaching/2016-17/116

Ms. Garima Kumrawat
244, Shri Vinayak Communication,
Sanawad

Date: February 6th, 2017

ORDER OF APPOINTMENT

Dear Ms. Garima

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' or continuation of service for the ensuing period of the first year.

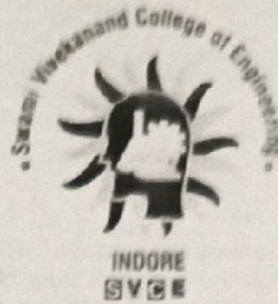
You are required to join on 06 February, 2017. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). 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.....

(Signature)
11/02/17



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 Dear 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.
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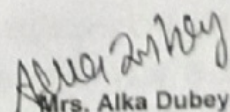
- 6 Business Code of Conduct and Ethics:** You are expected to maintain the highest level of conduct. Any instance of improper conduct including, but not limited to misconduct or gross negligence shall constitute sufficient grounds for immediate termination of your services without any notice or payment 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.

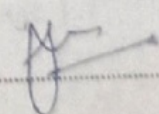
Note: The management reserves the right to amend any terms and conditions in the interest of the institution.

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.....




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/2015-16/343

Date: Feb 2, 20

Mr. Preetesh Purohit
29 A Snehlataganj
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 appointed for the post of Associate Professor in Computer Science & Engineering Department. Your appointment is on full time basis 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 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 Feb 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 Computer Science 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.

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.

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

Page 2
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KHANDWA ROAD, INDORE



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Grounds Road, Near Toll Naka, INDORE - 452 020 (M.P.) Phone : +91-731-3296144, 3296145, 07324-405000
Fax : 91-07324-405300 & Email : svceindore@gmail.in & Website : www.svceindore.ac.in

EST/TA/PP/02010-11/07/

July 29th, 2011

Mr. Anil 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. 15,500/- in the pay band of Rs. 13900-39100 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 extended 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 institution.
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. 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 in the stipulated period.
9. That management reserves the right to amend any terms and conditions in the interest of institution.
10. In case 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 signify your acceptance and join your duties..

Thanking you,

Yours sincerely,

Dr. S.V. Shrivastava
Director (Acad.)

Copy to:-

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

SVCE/ Appointment/Teaching/2018-19/
Ms. Karishma Mandloi
36/1 Rastogi Bazar Main
Road Junl Indore



INCHARGE
SVCE
Date: 01/08/2018

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 to 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. SVCE 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 Institute's 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 inside the premises of the Organization and outside the normal working hours.

3. Undertaking (on Rs. 100/- stamp)

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KHANDWA ROAD, INDORE

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KHANDWA ROAD, INDORE



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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 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'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

Principal
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

December 3rd, 2011

ESTT/APPT/2011-12/12/

Mr. Vijay Birchha
H.N.10, Education Colony
INDORE - (M.P.)

Sub: Appointment for the post of **Assistant Professor in Computer Science & Engineering.**

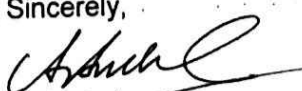
Dear ,

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. In case 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
Vijay
27/12/11



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

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. In case 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)

Copy to :-

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

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Received
Sep
2012

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info@vivkanand.ac.in | www.vivkanandgroup.com



SVCE/Appointment/Teaching/2016-17/

Date: - 28/08/2017

Ms. Shikha Singh
217 Bhramपुरi 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 to 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. 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' of 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 institute. 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. 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

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

SVCE

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.**

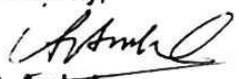
Dear ,

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. In case 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


Copy to :-

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



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

2013

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. In case 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.

Self. Decision for personal file.

NC section

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KHANDWA ROAD, INDORE

Received
Swami Vivekanand College of Engineering
Khandwa Road, Indore
29/11/12



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

Teaching/2015-16/

Date: April 25th, 2016

INDORE
 KHANDWA ROAD
 NEAR TOLL NAKA
 INDORE-452020

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 the end 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. 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, palm-tops, other transportable computers and storage devices outside the normal working hours.

Page 2


 PRINCIPAL
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 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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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. In case 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

• NO section

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Received
Kripa Shankar Singh



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ESTT/APPT/2009-10/07/

December, 24th, 2009

Mr. Vijay Kumar Sharma

124, Vishnupuri,

INDORE – (M.P.)

Sub: Subr. 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. 6000/- 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. In case 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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SVCE

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. In case 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



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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*



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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 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 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


CC :


Principal, SVCE, Indore
Personal File

Accounts section- (His/her date of Joining Salary ₹. 16,000/- Per Month).

Above Terms & Conditions accepted


PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE


09/09/2019
(Chinmay Soman)


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KHANDWA ROAD, INDORE


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KHANDWA ROAD, INDORE

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

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. In case 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.C. Ambekar
 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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**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
Sagar, Dated

No./BTIRT/Appt/15/957

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. In case 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.

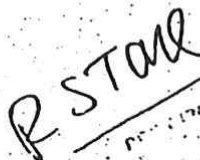
Please convey your acceptance and join your duties..


Thanking you,
Yours Sincerely,

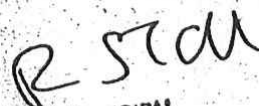

Dr. S.C. Solanki
Director (SVCE)
Copy to :-


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

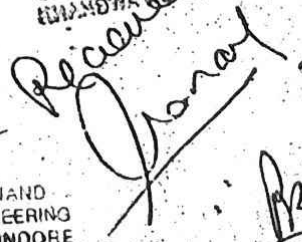

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KHANDWA ROAD, INDORE



R. S. Talwar
PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE


PRINCIPAL
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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE


R. S. Talwar
PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE


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SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE


Pranay Chouhan
PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE


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ESTT/APPT/2013-14/11/

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

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. In case 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,

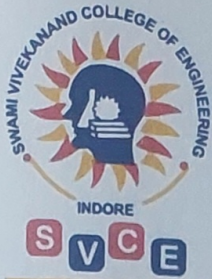

Dr. U.P.S. Chandrawat
Principal (SVCE)

Copy to :-

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

Received
[Signature]

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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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/2021-22/025

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.

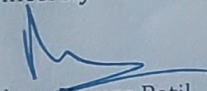
1. You will be required to report to the Principal/HOD in COE.
2. In addition to academic activities, you will take due interest in organizing suitable extracurricular activities.
3. You will be placed in the pay scale as per Institute norms.
4. You will have to serve a probationary period of 6 months 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.

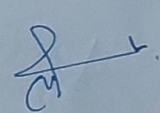
We take this opportunity to welcome you to the Swami Vivekanand College of Engineering as a very valued member and we do hope you will contribute significantly to achieving the objective of our Institute.

Thanking You

Yours Sincerely

Above Terms & Conditions accepted


Dr. Pradeep Kumar Patil
Principal


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.)
Phone : +91-731-3296144, 3296149, 07324-405000 Fax : 91-07324-405200
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,

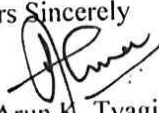
This has reference to your application for the post of Assistant Professor and the subsequent interview held in our office on September 5, 2019. The management is happy to offer you the post of Assistant Professor in the department of Information & Technology in our College of Engineering with effect 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

(An ISO 9001:2008 Certified Institute)

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

REF: SVCE/HR/2020-21/_____

Date: 27.07.2020

Mr. Rakesh Pandey
Goldan Palm, Near Niranjapur
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.

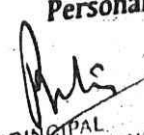
Thanking You
Yours Sincerely


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


PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE



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ESTT/APPT/2013-14/05/

August 30th, 2014

Mrs. Deepti Panwar
INDORE - (M.P.)

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. In case 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,
[Signature]
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

City Office : 404, D. M. Tower, Janjirwala Chourha, Indore (M.P.) Phone : +91-0731-4082400

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KHANDWA ROAD, INDORE



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Fax : +91-07328-405200 • Email : info@svceindore.ac.in • Website : www.svcekanandgroup.com

SVCE/Appointment/Teaching/2015-16/356

Date: March 23, 2015

Ms. Shweta Patidar
New B9, 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 /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 personal grooming and adhere to recommended dress. SVCE 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 : +91-07324-405000 • Email : info@swamivivekanand.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 SVCE 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/tutions 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 under 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



SVGI/Appointment/T&P /2016-17/

Date: - 6/11/ 2017

Mr. Ashutosh Sakshi
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 Statute 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 (if 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.



INDORE
SVCE

- 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 IP 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 month's notice or you have to pay one month's 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/tutions 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,


 Dr. Rajendra Tare

Principal SVCE


 Dr. P.K. Dubey
 Director Academics


 Mrs. Alka Dubey
 Director

Acceptance 



Date: - 27/02/ 2018

SVCE/Appointment/Teaching/2017-18/

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.



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. In case 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,

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
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

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Campus : 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/

Date: September 9th, 2016

Mr. Shivam Bhardwaj
S66 -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.....



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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.

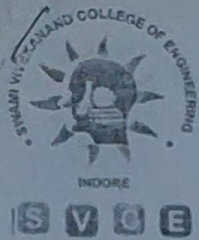
You are required to join on September 19th, 2016. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). 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.....*P. Jain*.....



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SVCE/Appointment/Teaching/2015-16/

Date: October 25th, 2016

Ms. Amrita More
9 Fm SCH 94 Mahadev Totla Ram Nagar
Bengali Sq. Kanadia
Indore (M.P.)

ORDER OF APPOINTMENT

Dear Amrita

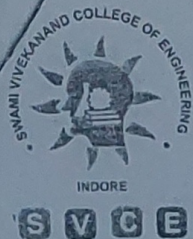
With reference to your application and interview held in our office, we are glad to inform you that you have been appointed for the post of Assistant Professor – Communication Skills Department. Your appointment is on full time basis for a period of one year in the Basic Salary of Rs. 15,600 in the pay 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.
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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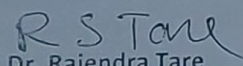
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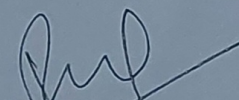
6. **Business Code of Conduct and Ethics:** You are expected to maintain the highest level of ethical conduct. Any instance of improper conduct including, but not limited to misconduct or gross negligence shall constitute sufficient grounds for immediate termination of your services without any notice 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.

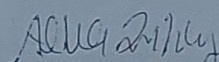
Note: The management reserves the right to amend any terms and conditions in the interest of the institution.

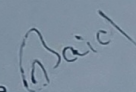
Wishing you a professionally rewarding tenure and long association with our Institution.

With Warm Regards,


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)

SVCP

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Ms. Nidhi Rai

SVCE/19/11

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

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SVCE

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Fax : 91-07324-405200 & 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. In case 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,

[Signature]

Principal
Swami Vivekanand College of Engineering

Copy to:-

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

[Signature] *[Signature]*
PRINCIPAL
SWAMI VIVEKANAND
COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

Received
[Signature]