



JOGESHWARI EDUCATION SOCIETY'S
COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY

(AFFILIATED TO UNIVERSITY OF MUMBAI)

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.

Tel : 022 2824 5527 / 83568 67783 | Email : jescollegecom@gmail.com | Web : jescollege.edu.in

List of Documents – Joining letter of the following teachers

Sr. No.	Name of the Teacher	Page No.
1	Mr. Salim Baig	1-4
2	Ms. Anjali Gaikwad	5-8
3	Ms. Riddhi Parekh	9-11
4	Mr. Hyacin Thomas	12-14



JOGESHWARI EDUCATION SOCIETY'S
JES COLLEGE OF COMMERCE, SCIENCE & INFORMATION TECHNOLOGY

(Affiliated to University of Mumbai)

Caves Road, Arvind Gandbhir Campus, Opp. Rly. Stn., Jogeshwari (E), Mumbai - 400 060.

Tel. : 2824 5527 / 2824 0088 • E-mail : jescollegecom@gmail.com

DATE -05/07/2017

CONTRACT OF ASSIGNMENT OF TEACHING AND CO-ORDINATION

To:

Iqbal Salim Baig
Baig Chawl, Bandra Plot,
Opp. New Masjid ,
Jogeshwari—(E)
Mumbai- 400060

Dear Madam,

We refer to the discussion you had with us about the following assignment:

- a) The assignment of teaching the Subject of B.Com. / BMS / BAF / I. T. in our Degree College.
- b) Co-ordination of activities of COM./ BMS/ BAF Of our College.

The Contract of assignment is subject to the following Terms and Conditions:

1. Your Appointment is purely temporary for the period from 12.6.2017 to 12.5.2018 on account of non availability of competent & suitable teachers and can be terminated by one month's notice from either side. Your appointment is subject to compliance of clause number 5 & 6 below.

2. You will submit the following documents for verification:

- i) Attested copies of your Degree/diploma certificate/ education qualification.
- ii) Proof of age
- iii) Pan Card
- iv) Proof of Residential Address
- v) Passport Size Photographs

3. The College will open on 12.06.2017

You will join the duty on 12.06.2017.

4. The College (Degree And Junior College) is open between 7.30 a.m. To 6.00 p.m. You will report to duties at 7.30 a.m. and generally work up to 1.30.p. These working hours may be

changed as per requirements of the College. You can be assigned any other work or sent on deputation to other institution.

Your attendance will be marked through bio-metric system.

5. As a teacher you are expected to do the following basic functions in the interest of students & as an administrative requirement:

a) Maintain the attendance record of the students.

b) Prepare the Education/Teaching Plan of the month and enter the same in Educational Planner given to you, in advance prior to the commencement of the month.

c) Write the details of the work done by you, in the Log book given to you at the end of every day's work, if the details of the work done are not written in the Log book, it will be presumed that no work is done on that day & accordingly no pay will be given for that day.

d) Prepare notes of the lecture in advance of your teaching lecture. Your notes will help you to explain the subject matter to the student through simple language with the aid of table/diagrams/bullet points etc.

e) Take extra revision lectures to improve the weak students.

6. The above mentioned documents under para-5 may be asked by the Principal/Coordinator/ Officer Administration for verification of the work done by you.

7. You will participate in Co-Curricular / extracurricular activities of the college including intensive training for students with extra examination/ new projects/programmes for students.

8. You will also participate in smooth conduct of college/semester/University Examination/University Assignment and setting up exam papers timely evaluation of all relevant answer books/Journals/projects of students. No additional payment will be made for college examination/ Supervision work and for setting up of paper's evaluation of answer papers etc. The work should be completed within stipulated time.

9. No leave will be granted unless it is sanctioned by the Competent Authority

10. You have agreed not to take any other assignment during the period of this contact. Any Violation of this condition will invite severe penalties & termination of this contract.

11. You will be paid at the rate of Rs.14000/- (Rupees Fourteen Thousand) Per month during the tenure of the appointment. The details are as :

IQBAL SHAIKH Baig

Basic Salary	6,000
HRA	3370
Conveyance	1,600
Education Allowance	500
Medical Allowance	1,250
Total Salary A	13,280
P.F.	720
Total cost to the college	14,000
Statutory Deductions :	
Employees Court. To P.F.	720
Prof. Tax	200
Total Deduction B	920
Net Take Home Salary	12,360

12. Statutory deduction in respect of Professional Tax, your contribution to P.F., etc. Will be made as applicable.

13. You will report to chief Co-ordinator and/or the Principal.

We congratulate you on your assignment and look forward to an academically fruitful and mutually beneficial association in the year ahead.

Yours Truly

For JES COLLEGE OF COMMERCE, SCIENCE & I.T.

T. Asule

Principal

Principal

JES COLLEGE OF COMMERCE, SCIENCE & I.T.

JES COLLEGE OF COMMERCE, SCIENCE & I.T.

JES COLLEGE OF COMMERCE, SCIENCE & I.T.

JES COLLEGE OF COMMERCE, SCIENCE & I.T.

I have read the above terms and condition which are acceptable to me I agree to abide by the rules and regulation of the College.

Name: _____

Signature: _____

Date: _____



JOGESHWARI EDUCATION SOCIETY'S
JES COLLEGE OF COMMERCE, SCIENCE & INFORMATION TECHNOLOGY

(Affiliated to University of Mumbai)

Caves Road, Arvind Gandbhir Campus. Opp. Rly. Stn., Jogeshwari (E), Mumbai - 400060.
Tel. : 2824 5527 / 2824 0088 • E-mail : jescollagecom@gmail.com

CONTRACT OF ASSIGNMENT OF TEACHING AND CO-ORDINATION

To:

Anjali Ambadas Gaiakwad
Janata seva rahiwasi sangh,
Hindu friend society, road no.5,
Jogeshwari (E)
Mumbai- 400060

Dear Madam,

We refer to the discussion you had with us about the following assignment:

- a) The assignment of teaching the Subject of B.Com./BMS/BAF / I. T. in our Degree College.
- b) Co-ordination of activities of COM./BMS/BAF/I. T. Of our College.

The Contract of assignment is subject to the following Terms and Conditions:

1. Your Appointment is purely temporary for the period from 12.6.2017 to 12.5.2018 on account of non availability of competent & suitable teachers and can be terminated by one month's notice from either side. Your appointment is subject to compliance of clause number 5 & 6 below.

2. You will submit the following documents for verification:

- i) Attested copies of your Degree/diploma certificate/ education qualification.
- ii) Proof of age
- iii) Pan Card
- iv) Proof of Residential Address
- v) Passport Size Photographs

3. The College will open on 12.06.2017

you will join the duty on 19.6.2017

4. The College (Degree And Junior College) is open between 7.30 a.m. To 6.00 p.m. You will report to duties at 7.30 a.m. and generally work up to 1.30.p.m

These working hours may be changed as per requirements of the College. You can be assigned any other work or sent on deputation to other institution.

Your attendance will be marked through bio-metric system.

5. As a teacher you are expected to do the following basic functions in the interest of students & as an administrative requirement:

a) Maintain the attendance record of the students.

b) Prepare the Education/Teaching Plan of the month and enter the same in Educational Planner given to you, in advance prior to the commencement of the month.

c) Write the details of the work done by you, in the **Log book** given to you at the end of every day's work, if the details of the work done are not written in the **Log book**, it will be presumed that no work is done on that day & accordingly no pay will be given for that day.

d) Prepare notes of the lecture in advance of your teaching lecture. Your notes will help you to explain the subject matter to the student through simple language with the aid of table/diagrams/bullet points etc.

e) Take extra revision lectures to improve the weak students.

6. The above mentioned documents under para-5 may be asked by the Principal/Coordinator/ Officer Administration for verification of the work done by you.

7. You will participate in Co-Curricular / extracurricular activities of the college including intensive training for students with extra examination/ new projects/programmes for students.

8. You will also participate in smooth conduct of college/semester/University Examination/University Assignment and setting up exam papers timely evaluation of all relevant answer books/Journals/projects of students. No additional payment will be made for college examination/ Supervision work and for setting up of paper's evaluation of answer papers etc. The work should be completed within stipulated time .

9. No leave will be granted unless it is sanctioned by the Competent Authority

10. You have agreed not to take any other assignment during the period of this contact. Any Violation of this condition will invite severe penalties & termination of this contract.

11. You will be paid at the rate of Rs.15000/- (Rupees Fifteen Thousand) Per month during the tenure of the appointment. The details are as under :

Anjali A. Gaikwad

Basic Salary	6500
HRA	3370
Conveyance	1,600
Education Allowance	500
Medical Allowance	1,250
Travelling Allowance	1,000
Total Salary A	14,220
P.F.	780
Total cost to the college	15,000
Statutory Deductions :	
Employees Conrt. To P.F.	780
Prof. Tax	200
Total Deducaton B	980
Net Take Home Salary	13,240

12. Statutory deduction in respect of Professional Tax, your contribution to P.F., etc. Will be made as applicable.

13. You will report to chief Co-ordinator and/or the Principal.

We congratulate you on your assignment and look forward to an academically fruitful and mutually beneficial association in the year ahead.

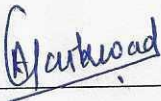
Yours Truly

For JES COLLEGE OF COMMERCE, SCIENCE & I.T.

9/11 T. Hule
PRINCIPAL
JOGESHWARI EDUCATION SOCIETY'S
JES COLLEGE OF COMMERCE, SCIENCE
& INFORMATION TECHNOLOGY
Caves Road, Jogeshwari (E), Mumbai-400 060

I have read the above terms and condition which are acceptable to me I agree to abide by the rules and regulation of the College.

Name: Anjali Garkwad

Signature: 

Date: _____



JOGESHWARI EDUCATION SOCIETY'S

JES COLLEGE OF COMMERCE, SCIENCE & INFORMATION TECHNOLOGY

(Affiliated to University of Mumbai)

Caves Road, Arvind Gandbhir Campus, Opp. Rly. Stn., Jogeshwari (E), Mumbai - 400 060.

Tel. : 2824 5527 / 2824 0088 • E-mail : jescollegecom@gmail.com

Ref No. JES/APP/238/22-23

Date: 31ST NOV 2022

To

MS. RIDDHI PAREKH

16/2 NAVYUG NAGAR,

FORJETT HILL ROAD,

GRANT ROAD (WEST)

MUMBAI 400026

Subject: Letter of Appointment

Dear Sir/ Madam,

With reference to your application dated 20th Nov 2022, and the interview conducted by the Management Committee subsequently, we are pleased to appoint you as a full-time faculty in the Commerce section of our degree college to teach Accountancy and Finance.

- 1) Your services are purely on contractual basis and would commence from 5th December, 2022 and automatically get terminated on 30th April, 2023. A one-month notice from either side is a must in case of resignation or termination or any other issue that might arise. One month's salary in lieu of notice will be accepted at the discretion of the management.
- 2) You will be on a basic salary of Rs 20,000 p/m and will be given other allowance.

- 3) 12% of the basic salary will be deducted every month towards Provident Fund and an equal amount will be contributed by the Management.
- 4) You shall report to the Principal / Supervisor and perform your assigned duties and responsibilities from time to time.
- 5) You are requested to submit the Original and a Photocopy of the following documents duly self-attested i) Your Certificates of Academic Qualification ii) Letter of Experience iii) Pan Card iv) Aadhar Card v) Residence Proof and vi) Two Passport Size Photograph.
- 6) Your duty hours are from 7.15 am to 1.00 pm.
- 7) You are entitled for 10 days' casual leave during the academic year and not exceeding two in a month which will be sanctioned on prior intimation.
- 8) Any other leave taken by you will be considered as loss of pay.
- 9) Reporting to college on time, maintaining attendance record of students, handling responsibilities of class teachership and any other portfolio assigned, completing the syllabus, preparing lesson plans of the assigned subjects, examination, supervision, assessment work and submission of mark sheets of your subjects are part of your duties.
- 10) You are required to involve in co-curricular and extracurricular activities of the institution.
- 11) Attending Workshops / Seminars whenever announced by the University is a must.
- 12) Your involvement in University paper assessment and Moderation work is mandatory.
- 13) Any other assignment associated and connected with other institutions during the period of this contract is considered as a Breach of Contract and will invite severe penalties as decided by the Management and termination of the contract.

- 14) You should undergo a medical checkup from any Registered Medical Practitioner within 15 days after receiving your appointment letter.
- 15) We look forward to your contribution in our endeavor in nurturing our students and prepare them to meet the challenges in future.
- 16) We expect you to be bound and abide by the rules and regulations of the institution.
- 17) You are also to note that the conditions of your services are governed by the Conditions of Service laid down by the University of Mumbai for Teachers vide its Statute No. Aff / Recog /629 dated 12th November, 1984 and endorsed by our institution.

We look forward to your cooperation and wish you all the very best for the exciting year ahead.

Kindly sign and return a copy of this letter as your acceptance.

With Best Wishes,

FOR JOGESHWARI EDUCATION SOCIETY



Mr. KIRAN V. KAMAT
(Hon. Secretary)





JOGESHWARI EDUCATION SOCIETY'S

JES COLLEGE OF COMMERCE, SCIENCE & INFORMATION TECHNOLOGY

(Affiliated to University of Mumbai)

Caves Road, Arvind Gandbhir Campus, Opp. Rly. Stn., Jogeshwari (E), Mumbai - 400 060.

Tel. : 2824 5527 / 2824 0088 • E-mail : jescollegecom@gmail.com

Ref No. JES/APP/103/22-23

Date: 27th Jan, 2023

To

MR. HYACIN THOMAS
A-001, BUILDING NO 109,
2ND ROAD
SHRIPRASTHA COMPLEX
NALLASOPARA WEST
THANE 401203

Subject: Letter of Appointment

Dear Sir/ Madam,

With reference to your application dated 20th December, 2022, and the interview conducted by the Management Committee subsequently, we are pleased to appoint you as a full-time faculty in the Commerce section of our degree college.

- 1) Your services are purely on contractual basis and would commence from 10TH Feb, 2023 and automatically get terminated on 30th April, 2023. A one-month notice from either side is a must in case of resignation or termination or any other issue that might arise. One month's salary in lieu of notice will be accepted at the discretion of the management.
- 2) You will be paid a basic salary of Rs 18,000 p/m and will be given other allowance.
- 3) 12% of the basic salary will be deducted every month towards Provident Fund and an equal amount will be contributed by the Management.

- 4) You shall report to the Principal / Supervisor and perform your assigned duties and responsibilities from time to time.
- 5) You are requested to submit the Original and a Photocopy of the following documents duly self-attested i) Your Certificates of Academic Qualification ii) Letter of Experience iii) Pan Card iv) Aadhar Card v) Residence Proof and vi) Two Passport Size Photograph.
- 6) Your duty hours are from 7.15 am to 1.00 pm.
- 7) You are entitled for 10 days' casual leave during the academic year and not exceeding two in a month which will be sanctioned on prior intimation.
- 8) Any other leave taken by you will be considered as loss of pay.
- 9) Reporting to college on time, maintaining attendance record of students, handling responsibilities of class teachership and any other portfolio assigned, completing the syllabus, preparing lesson plans of the assigned subjects, examination, supervision, assessment work and submission of mark sheets of your subjects are part of your duties.
- 10) You are required to involve in co-curricular and extracurricular activities of the institution.
- 11) Attending Workshops / Seminars whenever announced by the University is a must.
- 12) Your involvement in University paper assessment and Moderation work is mandatory.
- 13) Any other assignment associated and connected with other institutions during the period of this contract is considered as a Breach of Contract and will invite severe penalties as decided by the Management and termination of the contract.
- 14) You should undergo a medical checkup from any Registered Medical Practitioner within 15 days after receiving your appointment letter.

15) We look forward to your contribution in our endeavor in nurturing our students and prepare them to meet the challenges in future.

16) We expect you to be bound and abide by the rules and regulations of the institution.

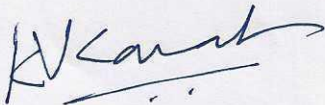
17) You are also to note that the conditions of your services are governed by the Conditions of Service laid down by the University of Mumbai for Teachers vide its Statute No. Aff / Recog /629 dated 12th November,1984 and endorsed by our institution.

We look forward to your cooperation and wish you all the very best for the exciting year ahead.

Kindly sign and return a copy of this letter as your acceptance.

With Best Wishes,

FOR JOGESHWARI EDUCATION SOCIETY



Mr. KIRAN V. KAMAT
(Hon. Secretary)