



MARATHWADA MITRA MANDAL'S  
**COLLEGE OF COMMERCE**

Affiliated to Savitribai Phule Pune University, Re-Accredited by NAAC with "A" Grade  
ISO 9001:2015 Certified, Awarded as Best College by Savitribai Phule Pune University  
202/A, Deccan Gymkhana, Pune – 411004

[principal@mmcc.edu.in](mailto:principal@mmcc.edu.in), [enquiry@mmcc.edu.in](mailto:enquiry@mmcc.edu.in), [www.mmcc.edu.in](http://www.mmcc.edu.in)

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**Appointment:**

The appointment process of Teaching and Non-teaching staff involves recruiting and selecting qualified candidates to fill positions within the institution. Our institute's appointment process is transparent and merit-based abiding by laws, regulations, and institutional norms. It ensures that candidates are selected based on their qualifications, skills, experience, and suitability for the position. Emphasis is also given to aligning the recruitment mechanism in compliance with reservation policies, maintaining gender parity, and ensuring cross-cultural and linguistic diversity. Our institute also appoints professional guest lecturers on a visiting basis to bridge the gap between academics and industry. The following documents in support of the appointment process have been provided:





'येथे बहुतांचे हित ।'

# MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah./523 Dated 06/01/1967

Registration Under Bombay Public Trust Act 1950-F-338(P) Dated 19/01/1967

Tel. : 020-25665320, 8149032328 | Telefax : 020 -25653039

E-mail : mmandal67@gmail.com

Shivajirao D. Ganage, President  
Bhausahab G. Jadhav, Exe. President  
Kishor H. Mungale, Secretary

## APPOINTMENT ORDER

MMM/MMCC Sr. Grant/APNT/2023-24/ 1693

Date :- 06/03/2024

To,

**Mr. Gavit Dasharath Reva**

Room No. 01, Krishana Apt.  
Mamata Nagar, Old Sangvi,  
Pune- 411027

**Subject : Appointment on the post of Assistant Professor in the subject of English at Marathwada Mitra Mandal's College of Commerce (Grant-in-aid), Pune**

Sir,

In response to our advertisement dated 25.09.2023, you had applied for the post of **Assistant Professor in the subject of English at Marathwada Mitra Mandal's College of Commerce (Grant-in-aid), Pune** for ST category.

You were interviewed on 09.02.2024 for the above post by the Selection Committee appointed by Savitribai Phule Pune University, Pune

We are pleased to inform you that, you are selected for the post of Assistant Professor and are appointed at **Marathwada Mitra Mandal's College of Commerce (Grant-in-aid), 202/A, Deccan Gymkhana, Pune - 411 004** on starting pay in **Academic Level 10 with rationalized entry pay of Rs. 57,700/- in the Pay Matrix band of Rs.57,700-1,82,400 P.M.** in Seventh Central Pay Commission with effect from **06/03/2024** or from the date of your joining, whichever is earlier. Your appointment is subject to the following terms and conditions:

1. Your services will be governed by the Maharashtra Public Universities Act, 2016, Statutes, Code of Conduct, Ordinances and regulations laid down by the Savitribai Phule Pune University, Pune and State Government from time to time and also rules and regulations framed by UGC and Marathwada Mitra Mandal, Pune.
2. (a) Your appointment is in clear vacancy on full time basis on probation for a period of **Twelve months** from the date of joining the duties.  
(b) The post is reserved for ST category. Since you belong to the ST category, you are appointed on full-time basis on probation for a period of 01 (one) year(s) from the date of joining
3. (i) You will be paid on starting **rationalized entry pay of Rs. 57,700/- per month** in the scale indicated above. You will also be entitled to Dearness Allowance, House Rent Allowance, Travel Allowance, C.L. A. at the rates prescribed by the State Government from time to time. In case you are appointed for a period of more than one year, you shall earn annual increment as per the rules in that behalf.  
(ii) Your appointment and salary shall be subject to the approval by the Savitribai Phule Pune University, Pune and Director / Joint Director of Higher Education, Pune Region, Pune (Maharashtra State).
4. Your appointment is subject to the availability of minimum number of students and the workload prescribed for the post.



*[Handwritten signature]*

5. You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, discharge / relieving certificate, last pay certificate, caste certificate, caste validity certificate, non creamy layer certificate, change of name certificate (if applicable), small family declaration etc. before joining your duties (if not given earlier).
6. In case you accept the appointment you shall have to execute Deed of Contract of Service as prescribed in the Savitribai Phule Pune University, Pune Statutes at the time of joining the duties.
7. You will be allowed to join the duties on producing of
  - (i) Two passport size photographs.
  - (ii) Character certificate from two eminent persons, one of them should be a Govt. Gazetted Officer.
  - (iii) Relieving order from previous employer (if any).
8. You shall undergo medical examination by the Medical Officer/Civil Surgeon at the place of your duty approved by the Marathwada Mitra Mandal, Pune / the college authority, within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate stating that you are free from any contagious disease and that you are physically fit for employment on the staff of the college / institution.
9. You are required to give the correct mailing address (along with due address proof) along with telephone and mobile numbers and E-mail address as soon as you join the duties and any change in the above should be communicated to the Principal, Marathwada Mitra Mandal College of Commerce, Pune immediately. It will be presumed that any letter sent by Registered Post Acknowledgement Due ( RPAD ) on the address given, shall be deemed to have been acknowledged and duly signed by you.
10. You will NOT conduct or engage yourself in any private tuitions or private coaching classes.
11. You will NOT engage yourself in any other jobs paid full-time, part-time or otherwise, during the continuance of your service, without the permission of the competent authority and management of the Marathwada Mitra Mandal, Pune.
12. Your appointment may be terminated, at any time, during the probation period by either side / party, by giving one month's notice or one month's pay in lieu of notice period. After completion of probation, if you desire to leave or discontinue your service, you shall give three months prior notice or pay the amount equal to three months pay in lieu of notice.
13. If you are found absent continuously for more than thirty days without permission, your services will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the management as provided for in the statutes. During the period of service you shall not directly or indirectly do such things, which are subversive to the interests of the Society/University/Institute/College/ Students.
14. You are also further notified that, your candidature / appointment is always subject to the final approval from the SPPU, Pune and / or Jt. Director, Higher Education, Pune. During the process of your approval or thereafter, if there are any discrepancies towards the qualifications or anything therein observed by the said authorities leading to any deferment on pay and service conditions, Marathwada Mitra Mandal, Pune and or it's Marathwada Mitra Mandal's College of Commerce, Pune will not be responsible.

# MARATHWADA MITRA MANDAL, PUNE

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E-mail : mmandal67@gmail.com

Shivajirao D. Ganage, President

Bhausahab G. Jadhav, Exe.President

Kishor H. Mungale, Secretary

15. You are also hereby informed that in case of non-sanction / denial to your Appointment by any of the Competent Authorities as mentioned in Para No. 14 above, if your wage / salary confirmation does not take place and / or if you do not receive any salary / wages arrears arising there from, Marathwada Mitra Mandal, Pune and or it's College of Commerce, Pune or any of its Authorities shall not remain responsible for any of its costs and consequences.

16. You **Mr. Gavit Dasharath Reva** have to communicate your acceptance to the Management / College / Institution within seven days from the date of receipt of this Order of Appointment, failing which your appointment is liable to be cancelled and you will have no claim for appointment on the said post.

Yours faithfully,



*[Handwritten signature]*

**Executive President**

Marathwada Mitra Mandal, Pune

Copy for information and necessary action to :-

1. **The Registrar, (Academic)**  
Savitribai Phule Pune University,  
Pune – 411 007
2. **The Joint Director**  
Higher Education, Pune Region,  
Pune – 411 001
3. **The Principal,**  
Marathwada Mitra Mandal's College of Commerce (Grant-in-aid)  
Deccan Gymkhana, Pune- 411 004
4. **Service file of Mr. Gavit Dasharath Reva**

Received  
*[Handwritten signature]*  
09/02/2024



# MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

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Shivajirao D. Ganage, President  
Bhausahab G. Jadhav, Exe.President  
Kishor H. Mungale, Secretary

## APPOINTMENT ORDER

MMM/MMCC Sr. Grant/APNT/2023-24/ 1694

Date :- 06/03/2024

To,

**Dr. Ganesh Raosaheb Patare**

C/O Prashant Mahajan, Nishant Building,  
Satpuda Society, Old Sangvi,  
Pune- 411027

**Subject : Appointment on the post of Assistant Professor in the subject of Accountancy at Marathwada Mitra Mandal's College of Commerce (Grant-in-aid), Pune**

Sir,

In response to our advertisement dated 25.09.2023, you had applied for the post of **Assistant Professor in the subject of Accountancy at Marathwada Mitra Mandal's College of Commerce (Grant-in-aid), Pune** for OBC category.

You were interviewed on 09.02.2024 for the above post by the Selection Committee appointed by Savitribai Phule Pune University, Pune.

We are pleased to inform you that, you are selected for the post of Assistant Professor and are appointed at **Marathwada Mitra Mandal's College of Commerce (Grant-in-aid), 202/A, Deccan Gymkhana, Pune - 411 004** on starting pay in **Academic Level 10 with rationalized entry pay of Rs. 57,700/- in the Pay Matrix band of Rs.57,700-1,82,400 P.M.** in Seventh Central Pay Commission with effect from **06/03/2024** or from the date of your joining, whichever is earlier. Your appointment is subject to the following terms and conditions:

1. Your services will be governed by the Maharashtra Public Universities Act, 2016, Statutes, Code of Conduct, Ordinances and regulations laid down by the Savitribai Phule Pune University, Pune and State Government from time to time and also rules and regulations framed by UGC and Marathwada Mitra Mandal, Pune.
2. (a) Your appointment is in clear vacancy on full time basis on probation for a period of **Twelve months** from the date of joining the duties.  
(b) The post is reserved for OBC category. Since you belong to the OBC category, you are appointed on full-time basis on probation for a period of 01 (one) year(s) from the date of joining
3. (i) You will be paid on starting **rationalized entry pay of Rs. 57,700/- per month** in the scale indicated above. You will also be entitled to Dearness Allowance, House Rent Allowance, Travel Allowance, C.L. A. at the rates prescribed by the State Government from time to time. In case you are appointed for a period of more than one year, you shall earn annual increment as per the rules in that behalf.  
(ii) Your appointment and salary shall be subject to the approval by the Savitribai Phule Pune University, Pune and Director / Joint Director of Higher Education, Pune Region, Pune (Maharashtra State).
4. Your appointment is subject to the availability of minimum number of students and the workload prescribed for the post.



*R*

5. You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, discharge / relieving certificate, last pay certificate, caste certificate, caste validity certificate, non creamy layer certificate, change of name certificate (if applicable), small family declaration etc. before joining your duties (if not given earlier).
6. In case you accept the appointment you shall have to execute Deed of Contract of Service as prescribed in the Savitribai Phule Pune University, Pune Statutes at the time of joining the duties.
7. You will be allowed to join the duties on producing of
  - (i) Two passport size photographs.
  - (ii) Character certificate from two eminent persons, one of them should be a Govt. Gazetted Officer.
  - (iii) Relieving order from previous employer (if any).
8. You shall undergo medical examination by the Medical Officer/Civil Surgeon at the place of your duty approved by the Marathwada Mitra Mandal, Pune / the college authority, within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate stating that you are free from any contagious disease and that you are physically fit for employment on the staff of the college / institution.
9. You are required to give the correct mailing address (along with due address proof) along with telephone and mobile numbers and E-mail address as soon as you join the duties and any change in the above should be communicated to the Principal, Marathwada Mitra Mandal College of Commerce, Pune immediately. It will be presumed that any letter sent by Registered Post Acknowledgement Due ( RPAD ) on the address given, shall be deemed to have been acknowledged and duly signed by you.
10. You will NOT conduct or engage yourself in any private tuitions or private coaching classes.
11. You will NOT engage yourself in any other jobs paid full-time, part-time or otherwise, during the continuance of your service, without the permission of the competent authority and management of the Marathwada Mitra Mandal, Pune.
12. Your appointment may be terminated, at any time, during the probation period by either side / party, by giving one month's notice or one month's pay in lieu of notice period. After completion of probation, if you desire to leave or discontinue your service, you shall give three months prior notice or pay the amount equal to three months pay in lieu of notice.
13. If you are found absent continuously for more than thirty days without permission, your services will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the management as provided for in the statutes. During the period of service you shall not directly or indirectly do such things, which are subversive to the interests of the Society/University/Institute/College/ Students.
14. You are also further notified that, your candidature / appointment is always subject to the final approval from the SPPU, Pune and / or Jt. Director, Higher Education, Pune. During the process of your approval or thereafter, if there are any discrepancies towards the qualifications or anything therein observed by the said authorities leading to any deferment on pay and service conditions, Marathwada Mitra Mandal, Pune and or it's Marathwada Mitra Mandal's College of Commerce, Pune will not be responsible.





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Shivajirao D. Ganage, President

Bhausahab G. Jadhav, Exe.President

Kishor H. Mungale, Secretary

15. You are also hereby informed that in case of non-sanction / denial to your Appointment by any of the Competent Authorities as mentioned in Para No. 14 above, if your wage / salary confirmation does not take place and / or if you do not receive any salary / wages arrears arising there from, Marathwada Mitra Mandal, Pune and or it's College of Commerce, Pune or any of its Authorities shall not remain responsible for any of its costs and consequences.
16. You **Dr. Ganesh Raosaheb Patare** have to communicate your acceptance to the Management / College / Institution within seven days from the date of receipt of this Order of Appointment, failing which your appointment is liable to be cancelled and you will have no claim for appointment on the said post.



Yours faithfully,

**Executive President**  
Marathwada Mitra Mandal, Pune

Copy for information and necessary action to :-

1. **The Registrar, (Academic)**  
Savitribai Phule Pune University,  
Pune – 411 007
2. **The Joint Director**  
Higher Education, Pune Region,  
Pune – 411 001
3. **The Principal,**  
Marathwada Mitra Mandal's College of Commerce (Grant-in-aid)  
Deccan Gymkhana, Pune- 411 004
4. **Service file of Dr. Ganesh Raosaheb Patare**

Received

09/03/2024



# MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah./523 dated 6/1/1967

Registration Under Bombay Public Trust Act 1950-f-338(P) dated 19/1/1967

Tel. : 020-25665320, 8149032328 Telefax: 020 - 25653039

Shivajirao D. Ganage, President

Bhauasaheb G. Jadhav, Exe. President

Kishor H. Mungale, Secretary

MMM/MMCC-Sr.NonGrant/APNT/2021-22/236

Dated:28/04/2021

To,

**Mrs. Harshala S. Wadkar**  
A-801, Shriniwas Kapil Vastu  
Above Bank of India, Navsahyadri,  
Karvenagar, Pune - 411 052

**SUBJECT: APPOINTMENT ORDER.**

With reference to your application dated 24/04/2021 and subsequent interview by Staff Selection Committee, we at present are pleased to appoint you on the post of "Administrative Officer" in Marathwada Mitra Mandal's (MMM's) College of Commerce (Senior College - Non - Grant), Deccan Gymkhana, Pune -411 004 on the following terms and conditions.

1. You will be paid basic pay of Rs. 15,810/- plus AGP Rs. 4,400/- in the pay scale of 9,300-34,800 AGP 4400 along with the D.A. @ 113 % and HRA @ 20%, CLA Rs. 240/- & TA Rs.800/- per months as per the norms of MMM. Besides this you will not be entitled to any other monetary or otherwise benefits, which are available to other employee(s)/ staff of the College / Trust or would be made available to them in future. Your emolument will be subject to the deduction of profession Tax, Income Tax and other statutory deductions such as PF, etc., if applicable.
2. You are also eligible for the benefit of Membership for Employees Provident Funds & Miscellaneous Provisions Act 1952.
3. That at the first instance you will be on probation for a period of one year starting from the date of your joining. i.e. from 01/05/2021 to 30/04/2022. Thereafter, the said probation period may be extended for further period of six months / one year or may be dispensed with earlier, if found necessary, at the sole discretion of the Management. Unless your service will be confirmed in writing, you will be deemed to be on probation, even after expiry of the above mentioned probation period or the extended period of probation
4. It is to be noted that the MMM's College of Commerce, Deccan Gymkhana, Pune- 411 004 is a totally non-grantable Institution and as such, it has to sustain on its own resources. In view of this, it is to be noted that;
  - a) Due to the pandemic or any other situation, which will be beyond the control of the management, there can be a delay in commencement and conclusion of the academic year. Under these circumstances, commencement and conclusion of your employment shall always be subject to such delays and you will have to shoulder all your duties and responsibilities accordingly.
  - b) Since the beginning of the year 2020, the Management has been witnessing very poor admissions for all the trends / faculties. In view of this, if due to the situation, which would be beyond the control of the Management, if no work can be provided to you during the course of your employment, on the basis of the principal, NO WORK NO SALARY, you will not be entitled to receive any salary for such a period
  - c) Considering the pandemic situation and otherwise also, in future, working pattern is certainly going to be changed and will have to be situation friendly. It is going to be more electronically controlled. For this purpose, you will have to prepare yourself for all such new techniques and effectively perform your duties and responsibilities. If you are found lagging behind in this respect and could not perform up to the satisfaction of the Management, apart from the appropriate disciplinary action, proportionate and appropriate deductions from salaries will be made.



*Handwritten signature*



- d) During the course of your employment, if you are required to remain absent on account of any illness and or for any other plausible reasons, which will be in excess of all your available leaves, such absenteeism shall always be considered as an absence without pay. Apart from this, the Management shall have discretion to decide such issue as deem necessary.
5. Be noted that during the course of your employment, apart from the previously declared paid holidays, you will only be entitled to one paid casual leave per month and no other leaves / benefits will be payable to you.
  6. Your appointment is subject to the minimum number of students required for running the Collage. If such number goes below the minimum required, your services shall be liable for immediate termination. Regular and systematic appraisal of your performance shall be considered as an essential part of your employment. If your performance at any stage will be found unsatisfactory on any count, the MMM shall initiate appropriate action against you as deem necessary.
  7. During the tenure of your present employment, if you choose to resign for whatsoever reason, you will be under strict legal obligation to give one month's clear notice in writing to the Management or will have to pay one month's last drawn gross salary in lieu thereof. However it will be the discretion of the management to accept one month's salary as stated herein above and relieve you from the employment or require you to undergo and work for one month's notice period. However, in case of termination of your employment for the appropriate grounds the Management will be at its discretion to either give you one month's clear notice in writing or will pay you one month's last drawn gross salary in lieu thereof. Similarly, at any stage of your employment, if you are found involved in any misconduct, the Management shall have a right to terminate your service as deem necessary.
  8. You will have to strictly maintain sense of subordination towards all your seniors.
  9. You are required to maintain strict privacy and not to disclose any information regarding the MMM's Trust / Institution, its activities or other details which becomes known to you during the course of your employment. So also you shall never hand over any document / file in part or full or any paper without seeking prior permission of the competent authority or your Officer In charge.
  10. You will always be sincere, loyal and committed towards all the duties and responsibility, which will be entrusted to you from time to time and display a visible sense of integrity towards MMM. You will not involve yourself in any activity, which will prove detrimental to the interest of the College and or MMM. In that case you shall be inviting severe lawful disciplinary actions against you.
  11. You shall undergo medical examination by the approved medical officer or by the civil surgeon at the place of your duty within one month from the date of joining the duties. The appointment shall be provisional and conditional pending submission of the Medical Certificate stating that you are free from any contagious disease and that you are physically fit for employment.
  12. In case you accept the appointment, you shall have to execute a Deed of Contract / undertaking of Service as prescribed at the time of joining the duties.
  13. In case of an illegal and unauthorized absence on the duty for the period of fifteen or more consecutive days or if you overstay the sanctioned leave, the College / MMM shall draw a lawful presumption within its sole discretion that you have no interest to further perform your duties and as such have abandoned the employment on your own accord. Thereafter, your services shall stand automatically concluded. In that case, you shall be liable to pay one month's salary to the College in lieu of notice as per Clause No. 7 herein above





# MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah./523 dated 6/1/1967

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Shivajirao D. Ganage, President  
Bhausahab G. Jadhav, Exe. President  
Kishor H. Mungale, Secretary

14. That nothing hereinabove mentioned shall restrict the Management of MMM in any manner to take disciplinary action against you if your activities, behavior, performance is found unsatisfactory and or in violation of rules of discipline.
15. You will have to remain present for all working days as per College timings and work wholeheartedly for the development and progress of the College as per the instructions given to you by any higher Authorities. Due to exigencies of work, you may be required to remain present on any holiday (s), Sunday (s) and even during the period of vacation.
16. You will adhere yourself to all the rules and regulations, either existing or amended or extended from time to time by the College /MMM and shall carry out all the lawful orders / instructions given to you by the College / MMM in connection with the day to day discharge of your duties and responsibilities
17. In case, the above terms and condition of your employment are acceptable to you, please return the Copy of this Order after endorsing your signatures on the same in token of your acceptance, and to make commitments to represent yourself for the duty immediately or within 3 days from the receipts thereof.



For Marathwada Mitra Mandal, Pune

*B.G. Jadhav*

Prin. B.G.Jadhav  
Executive President

## DECLARATION

I, the undersigned **Mrs. Harshala S. Wadkar**, have read and understood all the terms and conditions mentioned herein above in their proper and legal perspective. I accept this Appointment with all the terms and conditions mentioned herein above in totality and undertake to abide to the same.

Place : Pune

Date : 01/05/2021

*Harshala S. Wadkar*  
Signature

Copy forwarded for information to:

1. **The Principal,**  
Marathwada Mitra Mandal's College of Commerce  
Deccan Gymkhana, Pune- 411 004
2. **Service file of Mrs. Harshala S. Wadkar**



# मराठवाडा मित्र मंडळ, पुणे

रजि. नं. एफ-३३८/१९-०१-६७

३०२/अ, डेकन जिमखाना, पुणे - ४११ ००४

● दुरध्यानी : ५६५३०३९ ● फॅक्स : ५६५६५४६

श्री. शंकररावजी चव्हाण  
अध्यक्ष

श्री. विलासरावजी देशमुख  
कार्याध्यक्ष

श्री. शिवाजीराय गणगे  
मिहणीस

संदर्भ क्र.: MMM/45/2003-04

दिनांक : 28 JUN 2003

## - ORDER OF APPOINTMENT -

To,  
Shri Kambale Nagnath Ramrao  
At & Post -Nandgaon{ganjur}  
Tal -Chakur  
Dist. - Latur

With reference to your application dated 24.03.2003 , I have to inform you that you have been appointed as Library Attendent at Marathwada Mitra Mandal's College of Commerce, in the scale of Rs. 3050-75-3950-80-4590 .W.e.F. 30.06.2003.

Your appointment is on probation period, during this, your services will be Terminated by giving one month's notice on either side.

Please note that this appointment is temporary subject to the approval of the Joint Director of Higher Education, Pune - 1.

After the completion of probation period you will be entitled to annual increment subject to your satisfactory performance and conduct and a report thereof from concerned head of the College.

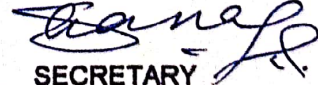
Your appointment on probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.

Your services will be governed by the provisions of the Maharashtra Universities Act, 1994 and the Statutes including Manuals, Ordinances, Regulations and Rules of the University for the time being in force and the Maharashtra Non-Agricultural University and affiliated Colleges. Standard code ( terms and conditions of service of non-teaching employee ), Rule 1985 and or the Rules of the Governing Body not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

If your acceptance is not received within seven days from the date of receipt of this letter your appointment is liable to be cancelled.

In case you are accepting the appointment, you shall have to submit the discharge certificate form from your present employer, if any, and will have to give an undertaking agreement in the prescribed form ( enclosed ) before joining the duties.

Yours faithfully,



SECRETARY  
MARATHWADA MITRA MANDAL  
PUNE - 4.



COPY FORWARDED TO :

THE PRINCIPAL M.M.C.C., PUNE.





# Marathwada Mitra Mandal, Pune

302/A, Deccan Gymkhana, Pune - 411004.

Regd. No. - F- 338(p) Date-19/1/1967  
Mah. / 523 Date- 06/1/1967

Tel.: 020 - 25665320, 60122223  
Telefax: 020 - 25653039

Shivajirao Ganage  
Executive President

Bhauasaheb Jadhav  
Secretary

Ref. No.: MMM/MMCC/APNT/2014-15/940

Date: 28/2/2015

## ORDER OF APPOINTMENT

To,

**Mr. Manohar Vitthal Gohane**  
Plot No.42/B,Sr.No.61,  
Wadgaon -Shinde Road,  
Lohagaon ,  
Pune - 411 047

**Subject: Appointment for the post of Librarian.**

In response to our advertisement dated 16<sup>th</sup> September, 2014 in daily Sakal , you had applied for the post of Librarian. You were interviewed for the post by University Staff Selection Committee under Statute No.415 of University of Pune on 28.01.2015.

I am pleased to appoint you as **full time Librarian** in Marathwada Mitra Mandal's College of Commerce,302/A,Deccan Gymkhana, Pune- 411 004 in the **Vith pay scale of Rs. 15600-39100 + AGP 6000/-** with effect from 28.02.2015 or from the date of your joining whichever is later.

Your appointment is subject to the following terms and conditions:-

1. Your services will be governed by the Maharashtra Universities Act 1994, Statutes, Code of Conduct, Ordinance and rules and regulations laid down by the University of Pune, State Government from time to time.
2. Your appointment is **OBC against OPEN category vacancy on full time basis on probation for a period of one year** from the date of joining.
3. a) You will be paid **basic pay of Rs.15600/- + AGP of Rs.6000/- p.m.** in the scale indicated above. You will also be entitled to Dearness Allowance, House Rent Allowance, T.A. and C.C.A. at the rates prescribed by the State Government, Marathwada Mitra Mandal, Pune from time to time. You are also eligible for the continuation of benefit of membership of Employees Provident Fund & Miscellaneous Provisions Act 1952.  
b) Your appointment and salary shall be subject to the approval by the University of Pune and Joint Director of Higher Education, Pune Region , Pune.
4. You shall submit the originals as well as certified true copies of the relevant testimonials such as birth date certificate, mark sheets, experience certificates, degree certificate, discharge/relieving certificate, last pay certificate, caste certificate, caste validity certificate, change of name certificate (if any) etc., before joining your duties.
5. In case you accept the appointment, you shall have to execute a Deed of Contract /Undertaking of Service as prescribed in the Statutes at the time of joining the duties.
6. Subject to the fulfillment of the requirements mentioned in the Clause No.8 above, you will be allowed to join the duties on the production of :
  - a) Two passport size photographs
  - b) Character Certificate from two eminent persons, one of whom should be a Government Gazetted Officer and
  - c) Discharge Certificate from previous employer (if any).
7. You shall undergo the medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within the three months from the date of your joining the duties. The appointment shall be provisional and conditional, pending submission of medical



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# Marathwada Mitra Mandal, Pune

302/A, Deccan Gymkhana, Pune - 411004.

Regd. No. - F-338(p) Date-19/1/1967  
Mah. / 523 Date- 06/1/1967

Tel.: 020 - 25665320, 60122223  
Telefax: 020 - 25653039

Shivajirao Ganage  
Executive President

Bhausahab Jadhav  
Secretary

- Certificate stating that you are free from any contagious disease and that you are physically fit for the employment as the staff of the college.
8. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent by the Registered Post Acknowledgement Due (RPAD) on the address given, shall be deemed to have been acknowledge duly signed by you.
  9. You will not engage yourself in any other job paid full time, part-time or otherwise, during the continuance of your service, without the permission of the Management / Competent Authority.
  10. You will not register for any degree /diploma/certificate or other course without the prior permission of the Competent Authority. You will follow all the rules and regulations existing at the time if application for registration to any degree/diploma/certificate or other course.
  11. Your services can be transferred to other Department / College / Institutions at the sole discretion of the Management of Marathwada Mitra Mandal, Pune. Similarly the place of your deployment / posting could be changed at any time. You may be required to travel on official duties as and when needed.
  12. Your appointment may be terminated at any time (by either side) by giving three months notice or three months pay in lieu of notice period.
  13. If you are found absent continuously for more than thirty days without prior permission, your services will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above, you will be liable for disciplinary action and punishment decided by the Competent Authority as provided for in the statute. During the period of your services you shall not directly or indirectly do such things which are subversive to the interest of the Society / University / College / Students.
  14. You are required to communicate your acceptance within three days from the receipt of this appointment order , failing to which it will be presumed that you are not interested in the offer and this appointment will be treated as cancelled. No further communication will be entertained in this regard after the due dates.



B.G.Jadhav  
Secretary

Copy forwarded for information to :

The Principal,  
M.M.Mandal's College of Commerce,  
302/A, Deccan Gymkhana,  
Pune - 411 004

Service File of  
Mr. Manohar Vitthal Gohane

Note - Joining report of the candidate should be sent to the Central Office immediately after he reports on duty.





# MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah./523 dated 6/1/1967

Registration Under Bombay Public Trust Act 1950-f-338(P) dated 19/1/1967

Tel. : 020-25665320, 8149032328 Telefax: 020 - 25653039

E-mail : mmmmandal67@gmail.com

Shivajirao D. Ganage, President

Bhauasaheb G. Jadhav, Exe. President

Kishor H. Mungale, Secretary

MMM/MMCC/Sr.NonGrant(M.Com)/APNT/2022-23/908

Dated:05/09/2022

To

Dr. Tamphasana Rajkumari Devi

C/O. Fl. Lt. Rajkumar Herojit Singh,

OMQ-305 B, Airforce Station, Lohegaon, Pune - 411047

## SUBJECT: FIXED TERM APPOINTMENT ORDER.

In response to our advertisement published in Loksatta and The Indian Express dated 25/08/2022 and your application dated 01/09/2022 and your application dated 01/09/2022 and your subsequent interview by Local Selection Committee on 01/09/2022, we are pleased to appoint you on the post of "Full Time Assistant Professor in Master of Commerce Department" of Marathwada Mitra Mandal's (MMM's) College of Commerce, 202/A, Deccan Gymkhana, Pune - 411 004 purely on fixed term basis starting from 05/09/2022 or from the date of your joining to 04/05/2023.

If the below mentioned terms and conditions are acceptable to you, you are requested to confirm your acceptance as stated in this order.

### BACKGROUND IN BRIEF OF YOUR APPOINTMENT

1. It is to be noted that the MMM's College of Commerce(M.Com Department), 202/A, Deccan Gymkhana Pune - 411 004 is from the beginning totally non-grantable in nature and as such, it has to sustain on its own resources.
2. While making any recruitment as a teaching staff, College is under strict legal compulsion to follow the roster sanctioned by Savitribai Phule Pune University / Deputy Director of Higher Education/ Assistant Commissioner B.C. Cell and accordingly, it has to recruit the appropriate candidate from appropriate category that too as approved by the Savitribai Phule Pune University Selection Committee.
3. It is to be noted that the post offered to you is reserved for Open category. However, for the Academic Year 2022-2023, no candidate on the said post and category is available and as such, has been selected till date by the Savitribai Phule Pune University Selection Committee. However, on account of non availability of the proper candidate, if this post is kept vacant, not only the college but even the students will also obviously suffer huge irreparable loss and prejudice.
4. Hence, to avoid any such unwarranted situation / loss / prejudice, although you do belong to the required category, College is compelled to make your present appointment on fixed term basis. This appointment accordingly will be for the Academic Year 2022-2023 only and more specifically for the period starting from 05/09/2022 or from the date of your joining to 04/05/2023. or till the appointment of suitable candidate from the required category on this post by Savitribai Phule Pune University Selection Committee, whichever is earlier.
5. Your prior employment / appointment with either MMM or any of its Colleges, if any, cannot be treated as permanent and or continuous employment and you will not be entitled to claim any benefit, including the benefit of permanency on account of the same. In short, this order shall supersede all other previous appointment orders, if any, issued to you by MMM or by any of its Colleges.

### OTHER TERMS AND CONDITIONS OF YOUR EMPLOYMENT.

1. As mentioned in the background herein above, your Appointment on the aforesaid post is specifically made for a fixed Term starting from 05/09/2022 or from the date of your joining thereafter till 04/05/2023 on full time basis. After expiry of this period, this appointment shall stand automatically concluded. In that case, you shall not be entitled to any notice or notice pay in lieu thereof from the College / Trust. So also even thereafter, you shall not be entitled to claim permanency / permanency benefit for yourself from the College / MMM.
2. As stated herein above MMM's College of Commerce, Deccan Gymkhana, Pune- 411 004 is a totally non-grantable Institution and as such, it has to sustain on its own resources. In view of this, it is to be specifically noted that;



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a) Due to the pandemic or any other situation, which will be beyond the control of the management, there can be a delay in commencement and conclusion of the academic year. Under these circumstances, commencement and conclusion of your employment shall always be subject to such delays and you will have to shoulder all your duties and responsibilities accordingly.

b) Since the beginning of the year 2020, the Management has been witnessing very poor admissions for all the trends / faculties. In view of this, if due to the situation, which would be beyond the control of the Management, if no work can be provided to you during the course of your employment, on the basis of the principle, NO WORK NO SALARY, you will not be entitled to receive any salary for such a period.

c) Considering the pandemic situation and otherwise also, in future, working / teaching pattern is certainly going to be changed and will have to be situation friendly. It is going to be more electronically controlled. For this purpose, you will have to prepare yourself for all such new techniques and effectively perform your duties and responsibilities. If you are found lagging behind in this respect and could not perform up to the satisfaction of the Management, apart from the appropriate disciplinary action, proportionate and appropriate deductions from salaries will be made.

d) During the course of your employment, if you are required to remain absent on account of any illness and or for any other plausible reasons, which will be in excess of all your available leaves, such absenteeism shall always be considered as an absence without pay. Apart from this, the Management shall have discretion to decide such issue as deem necessary.

Be noted that during the course of your employment, apart from the previously declared paid holidays, you will only be entitled to one paid casual leave per month and no other leaves / benefits will be payable to you.

3. You will be paid basic pay Rs. 15,600/- plus AGP of Rs.6,000/- in the pay band of Rs.15,600-39100 + AGP Rs.6,000/- as per Vth pay Commission starting along with D.A. @ 80%, HRA @20%, CLA Rs. 240/- & T.A. Rs. 1600/- per months which is as per the norms of MMM. Besides this you will not be entitled to any other monetary or otherwise benefits, which are available to other employee(s)/ staff of the College / Trust or would be made available to them in future. Your emolument will be subject to the deduction of profession Tax, Income Tax etc., as per all the relevant provisions of the various laws.

You are also eligible for the benefit of Membership for Employees Provident Funds & Miscellaneous Provisions Act 1952.

4. During the tenure of this appointment, your employment will be governed as per the rules and regulations laid down by the College / MMM from time to time.
5. Your appointment is subject to the minimum number of students and the workload prescribed for your aforesaid post. In case of non-availability of minimum students and or the workload prescribed, your appointment will be terminated with immediate effect without any compensation and or any prior notice.
6. Except made admissible, expressly in writing, you will not be entitled to get any benefit, which is presently made available and / or will made available in future, to the other permanently employed / similarly place teaching and / or non-teaching employees of the College.
7. You shall produce all the original copies and submit certificate true copies of the relevant testimonials such as School Leaving Certificate, Mark sheets, Degree Certificates, Experience Certificate ( if any), Discharge / Relieving Certificate (if applicable), Last pay certificate (if any), Cast and Validity Certificate (if applicable), Non-creamy layer Certificate (if applicable), Change of Name Certificate (if applicable), Two passport size photograph, Copy of PAN Card, Copy of Bank Pass-book etc, at the time of joining to your duties to College / Institute. So also you will have to submit your fitness certificate from the registered medical practitioner within one month from the date of your joining failing which the College shall be free to make adverse inference against you in this regard.



# MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah./523 dated 6/1/1967  
Registration Under Bombay Public Trust Act 1950-f-338(P) dated 19/1/1967

Tel. : 020-25665320, 8149032328 Telefax: 020 - 25653039

E-mail : mmmandal67@gmail.com

Shivajirao D. Ganage, President

Bhauasaheb G. Jadhav, Exe. President

Kishor H. Mungale, Secretary

8. The Appointment and continuation of your employment in the College during this fixed tenure shall be subject to you being physically and mentally fit. As and when required, you shall undergo specific and / or general Medical Examination from the Registered Medical Practitioner, specified by the College in this regard. In the absence of desired minimum physical and mental fitness on your part, your appointment shall stand immediately concluded.
9. In case of change in your residential address, during the course of your employment in the College, it shall be your duty to intimate your new address in writing, to the Principal and you will also ensure to get the said change so recorded in the college record and also in your Personal file.
10. You will have to remain present for all working days as per College timing and work wholeheartedly for the development of the College as per the instructions given to you by any higher Authorities. Due to exigencies of work, you may be required to remain present on any holiday(s), Sunday(s) and even during the period of vacation.
11. If due to any situation beyond the control of the Management, such as epidemic, natural calamity, etc., you could not attend college and perform your duties, you will have to conduct all your classes through electronic media as directed by the Collage / Management. Failure to do so will make you dis-entitle for getting the salary for the entire concerned period.
12. Also in the aforesaid situation, if the classes could not be even conducted through the electronic media as stated above, the Management shall have a right to conclude your services as deem necessary and in that situation, no notice or notice pay shall be payable to you.
13. You will not accept any contribution and will not associate yourself with any fund raising or collection whether in cash or in any kind, in pursuance or any subject whatsoever, or accept or demand any subscription contribution, from anyone connected or interested with the College / Institute either as parents, students or guardians.
14. You will neither prepare any book or books or paper including guest papers for the purpose or publications without a prior permission written permission of the Principal of the College nor you will assist anybody either directly or indirectly in the publications of any such books / works, etc.
15. Similarly, you will not canvas for any publication or any publishing house of book seller unless so permitted by the Principal.
16. You will not enter into any monetary transaction with any student or his parents or guardians or otherwise and shall not misuse your positions in whatsoever capacity for personal gains in any manner.
17. You will not practice or incite any student, other employees of the college to practice castes communalism or un-touchability or cause and / or incite to be caused any other person to damage the property of the College or encourage or incite any student, teacher or any member of the staff to behave in a disorderly manner in the premises of the College.
18. You will not accept or permit any member of your family or any other person or representative to accept any gift including free transport, lodging or any other service or any pecuniary advantage / benefit from any student, parent / guardian or any such student or other person with whom you may come into contact by virtue of your employment in the college.
19. You will not conduct or engage yourself in any private Tuition or in Private Coaching classes. If found guilty of this clause, your employment shall be liable to termination forthwith that too without any notice or any pay in lieu thereof.
20. For administrative purpose, your service shall be liable to be transferred from any department or branches and / or from one College to another, being run by Marathwada Mitra Mandal, Pune purely at the sole discretion of Management of College.



*[Handwritten signature]*





21. During the tenure of your present employment, if you choose to resign for whatsoever reason, you will be under legal obligation to give one month's notice in writing to the College or will have to pay one month's salary in lieu thereof. However, it will be the discretion of the College to accept either one month's salary as stated herein above and relieve you from the employment or require you to undergo one month's notice period. However, in case of termination of your employment for the appropriate grounds the College will either give you one month's clear notice in writing or will pay you one month's salary in lieu thereof.
22. In case of an illegal and unauthorized absence on the duty for the period of fifteen or more consecutive days or if you overstay the sanctioned leave, the college shall draw a presumption within its sole discretion that you have no interest to further perform your duties and as such have abandoned the employment on your own accord. Thereafter, your services shall stand automatically concluded. In that case, you shall be liable to pay one month salary to the College in lieu of notice as per Clause No. 21 herein above.
23. You will be whole time employee of the College and shall not without the permission of the Management engage yourself in any work, profession or employment, either honorary or otherwise during the stipulated period of your employment in the College.
24. You shall adhere to all the rules and regulations either existing or amended or extended from time to time by the College and shall carry out all the lawful orders / instructions given to you by the College in connection with the day to day discharge of your duties.
25. During the tenure of your appointment under this order, if an appropriate and approved candidate on the said post reserved for Open / OBC / SC / ST / VJ(A) / NT(B)/ NT(C)/ NT(D) / PH / Ladies Candidate Category will be made available by the Savitribai Phule Pune University Selection Committee; your current appointment will automatically come to an end on joining of such candidate. In that case, no notice or notice pay shall be payable to you.
26. It is to be noted that you will be free to appear for interview before the Savitribai Phule Pune University Selection Committee, if you so desire.
27. In case, all the above contents are acceptable to you in totally, please return the Copy of this Appointment Order after endorsing your signatures on the same in token of your acceptance, and to make commitments to represent yourself for the duty immediately or within 3 days from the receipts thereof.



For Marathwada Mitra Mandal, Pune

Prin. B.G. Jadhav  
Executive President

**DECLARATION**

I, the undersigned **Dr. Tamphasana Rajkumari Devi**, have read and understood all the terms and condition mentioned herein above in their proper and legal perspective. I accept this Appointment with all the terms and conditions mentioned herein above in totality and undertake to abide to the same.

Place : Pune

Date : 6/9/2022

Signature 6/9/20

**Copy forwarded for information to:**

1. **The Principal,**  
Marathwada Mitra Mandal's College of Commerce  
Deccan Gymkhana, Pune- 411 004
2. **Service file of Dr. Tamphasana Rajkumari Devi**