



Nagar Yuwak Shikshan Sanstha's

# Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

Hingna Road, Wanadongri, Nagpur - 441 110

NAAC Accredited with 'A' Grade


Ph.: 07104-242919, 242623, 242588

Website : www.ycce.edu E-mail : principal@ycce.edu

## 2.4.1 Summary report of Sample Appointment Orders

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Principal  
Yeshwantrao Chavan  
College of Engineering  
Wanadongri Hingna Road,  
NAGPUR - 441110

# Sample Appointment orders of Professors



Nagar Yuwak Shikshan Sanstha's

# Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

Hingna Road, Wanadongri, Nagpur - 441 110

Ph.: 07104-237919, 234623, 329249, 329250 Fax: 07104-232376, Website: www.ycce.edu

E-mail : principal@ycce.edu, info@ycce.edu

Ref. No. :YCCE/2014-15/-~~2344~~ 2344

Date: 20/02/2015

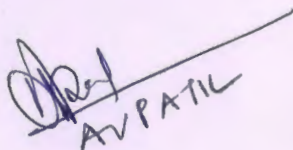
To,  
DR.A.V.PATIL  
Nagpur.

**Subject: Offer of Appointment for the post of Professor in M.TECH. STRUCTURAL ENGINEERING Department YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR.**

Dear Sir,

With reference to your application and subsequent interview held on 17/01/2015 by duly constituted committee of RTM Nagpur University, Nagpur, the competent authority is pleased to offer you full time appointment in **OBC** category as per roster approved by RTM Nagpur University as **Professor in M.TECH. STRUCTURAL ENGINEERING Department at YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR**, in pay band of **Rs.37400-6700** on basic pay of **Rs.54570/-** and academic grade pay of **Rs.10,000/-** plus allowances as approved by Sanstha from time to time with effect from the date of joining on the following terms and conditions.

1. You will be appointed initially on probation.
2. The probation period will be of two years from the date of joining. Thereafter, you will be informed about successful completion of probationary period. However, it should be noted that till the communication about successful completion of probationary period is given to you, you will continue to be under probationary period.
3. This probationary period is further extendable without assigning any reason on yearly basis for a period of one more year.
4. During the probationary period, your services can be discontinued without assigning any reason, by giving one month's notice or pay in lieu of notice period. Similarly, in case you want to leave the services during probation, you shall have to give one month's notice in advance.
5. After completion of the probationary period you will not leave job in between the academic session. If you desire to resign, then three months notice in advance or payment of three months gross salary (including all allowances) in lieu thereof will have to be deposited.
6. You will not leave the job in between the academic session
7. Your appointment is subject to submission of valid, relevant and authenticated "Cast Validity Certificate" issued by the Competent Authority declared by Government of Maharashtra, within a

  
AV PATIL



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-2-

period of 30 days from the date of joining, in case if you are selected against reserved category as mentioned above.

If you are unable to submit the "Cast Validity Certificate" referred above within the prescribed time limit, then your appointment will stand automatically discontinued immediately.

8. If you are already employed, relieving certificate of employer where presently working should be submitted at the time of joining.
9. You will have to produce physical fitness certificate obtained from registered Medical Practitioner at the time of joining your duties.
10. As per the rules of the Sanstha, one month salary in ten monthly equal installments will be deducted from your salary towards interest free salary deposit. During probation if you leave the job in between the academic session and before completing the minimum qualifying service as per policy then the salary deposit shall not be refunded but forfeited as per the policy. After successful completion of the probationary period, the salary deposit will be refunded after a service of five years from the date of successful completion of the probationary period.
11. You shall not be entitled for vacation (summer & winter) till completion of one year of continuous service.
12. Your services will be governed by the code of conduct and service rules applicable to employees of the Sanstha.
13. You shall be entitled to such leave as may be admissible to the probationers & permanent employees in accordance with the rules of the Sanstha, governing conditions of service
14. Your services are liable to be transferred to any other institution under the ambit of Meghe Group.
15. Without written permission of the competent authority/and or Sanstha, you will not be allowed to take any part time honorary or remunerative occupation or employment, private practice, studies, duties, consultancy or technical advice or do business or trade.
16. You will have to register for Phd in relevant branch/discipline within 2 years of joining or completion of the probationary period whichever is earlier, with submission of atleast one 6 monthly progression report.
17. Your age of superannuation will be 60 years.
18. No traveling allowances or allowance of any other kind is admissible for joining the duties.
19. In case of pay revision, the fixation will be as per policy of Sanstha and eligibility criteria.





Nagar Yuwak Shikshan Sanstha's

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E-mail : principal@ycce.edu, info@ycce.edu

-3-

20. The Competent Authority may order you to shoulder additional responsibilities/works in addition to your existing duties which shall be non-remunerative.
21. Any increase in the allowances like D.A., H.R.A., etc revised by the competent authority, it shall be applicable to you from prospective date and arrears of any kind shall not be payable.
22. The annual increment will be sanctioned as per policy and on achievement of the minimum required score based on annual performance appraisal, key performance indicator, student feedback results of the subject taught etc. The annual increment may even be withheld by the competent authority if the conduct of the teacher is not found to be good.
23. In case of closure of the branch/discipline, on account of unforeseen situation, your services will be liable for termination after giving appropriate notice or paying salary in lieu of notice period.
24. You will have to submit all your original certificates (Mark Sheet, Experience Certificate, Degree Certificate etc) at the time of joining your duties. Your date of joining shall be considered as the date of fulfilling this requirement. The originals will be returned back to you after verification subject to complying the conditions of this appointment letter or one year whichever is later.
25. During the period of service disciplinary action leading to removal, dismissal, termination may be taken against you on any of the following grounds.
  - a) Intentional breach of any of the terms of the appointment order
  - b) Willful and/or persistent neglect of duty
  - c) Physical or mental disability to discharge duties
  - d) Insubordination, indiscipline or improper behavior
  - e) Incompetence
  - f) Misconduct.Disciplinary action shall be taken after holding due enquiry and giving adequate reasonable opportunity.
26. If you agree to the terms and conditions mentioned above, you are requested to countersign the duplicate copy of this letter as token of acceptance of the offer of appointment. You will have to join the duties on or before **21/02/2015**, failing which this offer of appointment stands annulled.

Principal

Encl. : Annexure -A

Copy to:-

1. The Secretary, NYSS, Nagpur  
w.r.to his Letter No. NYSS/2014-2015/1246 dated 18.02.2015
2. The Administrative Officer, .....
3. Accounts Section, .....
4. Establishment Section, ...
5. HOD--- CE

JOINING REPORT

To

The Principal

Y C C E

NAGPUR

Sub :- Joining Report

R/Sir,

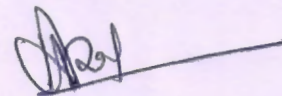
With reference to your appointment letter No YC CE/2014-15/  
3244 dated 20/02/15

I am joining my duties as a Professor in Civil Engg. on 21/02/15 at 9.00 AM.

FN /AN.

Kindly accept my joining.

Yours faithfully

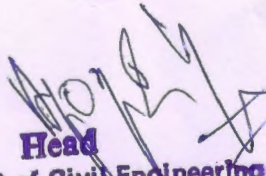


Full Name : ABHAY V. PATIL

Designation: PROFESSOR

Date: 21.02.2015

Place: NAGPUR

  
**Head**  
Department of Civil Engineering  
Y. C. College of Engineering  
NAGPUR-441 110





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E-mail : principal@ycce.edu, info@ycce.edu

Ref. No. :YCCE/2014-15/-3339

Date: 20/02/2015

To,  
DR.P.L.ZADE  
Nagpur.

**Subject: Offer of Appointment for the post of Professor in M.TECH. COMMUNICATION ENGINEERING Department YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR.**

Dear Sir,

With reference to your application and subsequent interview held on 13/01/2015 by duly constituted committee of RTM Nagpur University, Nagpur, the competent authority is pleased to offer you full time appointment in **OPEN** category as per roster approved by RTM Nagpur University as **Professor in M.TECH. COMMUNICATION ENGINEERING Department at YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR**, in pay band of **Rs. 37400-67000** on basic pay of **Rs 55,200/-** and academic grade pay of **Rs.10,000/-** plus allowances as approved by Sanstha from time to time with effect from the date of joining on the following terms and conditions.

1. You will be appointed initially on probation.
2. The probation period will be of two years from the date of joining. Thereafter, you will be informed about successful completion of probationary period. However, it should be noted that till the communication about successful completion of probationary period is given to you, you will continue to be under probationary period.
3. This probationary period is further extendable without assigning any reason on yearly basis for a period of one more year.
4. During the probationary period, your services can be discontinued without assigning any reason, by giving one month's notice or pay in lieu of notice period. Similarly, in case you want to leave the services during probation, you shall have to give one month's notice in advance.
5. After completion of the probationary period you will not leave job in between the academic session. If you desire to resign, then three months notice in advance or payment of three months gross salary (including all allowances) in lieu thereof will have to be deposited.
6. You will not leave the job in between the academic session
7. Your appointment is subject to submission of valid, relevant and authenticated "Cast Validity Certificate" issued by the Competent Authority declared by Government of Maharashtra,



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2

within a period of 30 days from the date of joining, in case if you are selected against reserved category as mentioned above.

If you are unable to submit the "Cast Validity Certificate" referred above within the prescribed time limit, then your appointment will stand automatically discontinued immediately.

8. If you are already employed, relieving certificate of employer where presently working should be submitted at the time of joining.
9. You will have to produce physical fitness certificate obtained from registered Medical Practitioner at the time of joining your duties.
10. As per the rules of the Sanstha, one month salary in ten monthly equal installments will be deducted from your salary towards interest free salary deposit. During probation if you leave the job in between the academic session and before completing the minimum qualifying service as per policy then the salary deposit shall not be refunded but forfeited as per the policy. After successful completion of the probationary period, the salary deposit will be refunded after a service of five years from the date of successful completion of the probationary period.
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13. You shall be entitled to such leave as may be admissible to the probationers & permanent employees in accordance with the rules of the Sanstha, governing conditions of service
14. Your services are liable to be transferred to any other institution under the ambit of Meghe Group.
15. Without written permission of the competent authority/and or Sanstha, you will not be allowed to take any part time honorary or remunerative occupation or employment, private practice, studies, duties, consultancy or technical advice or do business or trade.
16. You will have to register for Phd in relevant branch/discipline within 2 years of joining or completion of the probationary period whichever is earlier, with submission of atleast one 6 monthly progression report.
17. Your age of superannuation will be 60 years.
18. No traveling allowances or allowance of any other kind is admissible for joining the duties.
19. In case of pay revision, the fixation will be as per policy of Sanstha and eligibility criteria.
20. The Competent Authority may order you to shoulder additional responsibilities/works in addition to your existing duties which shall be non-remunerative.



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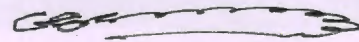
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3

21. Any increase in the allowances like D.A., H.R.A., etc revised by the competent authority, it shall be applicable to you from prospective date and arrears of any kind shall not be payable.
22. The annual increment will be sanctioned as per policy and on achievement of the minimum required score based on annual performance appraisal, key performance indicator, student feedback results of the subject taught etc. The annual increment may even be withheld by the competent authority if the conduct of the teacher is not found to be good.
23. In case of closure of the branch/discipline, on account of unforeseen situation, your services will be liable for termination after giving appropriate notice or paying salary in lieu of notice period.
24. You will have to submit all your original certificates (Mark Sheet, Experience Certificate, Degree Certificate etc) at the time of joining your duties. Your date of joining shall be considered as the date of fulfilling this requirement. The originals will be returned back to you after verification subject to complying the conditions of this appointment letter or one year whichever is later.
25. During the period of service disciplinary action leading to removal, dismissal, termination may be taken against you on any of the following grounds.  
a) Intentional breach of any of the terms of the appointment order b) Willful and/or persistent neglect of duty c) Physical or mental disability to discharge duties d) Insubordination, indiscipline or improper behavior e) Incompetence f) Misconduct.  
Disciplinary action shall be taken after holding due enquiry and giving adequate reasonable opportunity.
26. If you agree to the terms and conditions mentioned above, you are requested to countersign the duplicate copy of this letter as token of acceptance of the offer of appointment. You will have to join the duties on or before **21/02/2015**, failing which this offer of appointment stands annulled.



Principal

Encl. : Annexure -A

Copy to:-

1. The Secretary, NYSS, Nagpur  
w.r.to his Letter No.NYSS/2014-2015/1246 dated 18.02.2015
2. The Administrative Officer, .....
3. Accounts Section, .....
4. Establishment Section, ...
5. HOD— ET

JOINING REPORT

To

The Principal

Y. C. C. E. Nagpur

Sub :- Joining Report

R/Sir,

With reference to your appointment letter No Y CCE/201415/3339 dated 20/02/2015

I am joining my duties as a Professor on 21/02/2015 at 9.00 am

FN /  AN.

Kindly accept my joining.

  
Yours faithfully

Full Name: Dr. Prasanna L. Zale

Designation: Professor

Date: 21/02/2015

Place: Nagpur.



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E-mail : principal@ycce.edu, info@ycce.edu



Ref. No. :YCCE/2014-15/-8315

Date: 20/02/2015

To,  
**DR.PRAVIN K.DAKHOLE**  
Nagpur.

**Subject: Offer of Appointment for the post of Professor in B.E. ELECTRONICS ENGINEERING Department YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR .**

Dear Sir,

With reference to your application and subsequent interview held on 14/01/2015 by duly constituted committee of RTM Nagpur University, Nagpur, the competent authority is pleased to offer you full time appointment in **OPEN** category as per roster approved by RTM Nagpur University as **Professor in B.E. ELECTRONICS ENGINEERING Department at YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR** , in pay band of **Rs. 37400-67000** on basic pay of **Rs.55250/-** and academic grade pay of **Rs.10,000/-** plus allowances as approved by Sanstha from time to time with effect from the date of joining on the following terms and conditions.

1. You will be appointed initially on probation.
2. The probation period will be of two years from the date of joining. Thereafter, you will be informed about successful completion of probationary period. However, it should be noted that till the communication about successful completion of probationary period is given to you, you will continue to be under probationary period.
3. This probationary period is further extendable without assigning any reason on yearly basis for a period of one more year.
4. During the probationary period, your services can be discontinued without assigning any reason, by giving one month's notice or pay in lieu of notice period. Similarly, in case you want to leave the services during probation, you shall have to give one month's notice in advance.
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-2-

If you are unable to submit the "Cast Validity Certificate" referred above within the prescribed time limit, then your appointment will stand automatically discontinued immediately.

8. If you are already employed, relieving certificate of employer where presently working should be submitted at the time of joining.
9. You will have to produce physical fitness certificate obtained from registered Medical Practitioner at the time of joining your duties.
10. As per the rules of the Sanstha, one month salary in ten monthly equal installments will be deducted from your salary towards interest free salary deposit. During probation if you leave the job in between the academic session and before completing the minimum qualifying service as per policy then the salary deposit shall not be refunded but forfeited as per the policy. After successful completion of the probationary period, the salary deposit will be refunded after a service of five years from the date of successful completion of the probationary period.
11. You shall not be entitled for vacation (summer & winter) till completion of one year of continuous service.
12. Your services will be governed by the code of conduct and service rules applicable to employees of the Sanstha.
13. You shall be entitled to such leave as may be admissible to the probationers & permanent employees in accordance with the rules of the Sanstha, governing conditions of service
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15. Without written permission of the competent authority/and or Sanstha, you will not be allowed to take any part time honorary or remunerative occupation or employment, private practice, studies, duties, consultancy or technical advice or do business or trade.
16. You will have to register for Phd in relevant branch/discipline within 2 years of joining or completion of the probationary period whichever is earlier, with submission of atleast one 6 monthly progression report.
17. Your age of superannuation will be 60 years.
18. No traveling allowances or allowance of any other kind is admissible for joining the duties.
19. In case of pay revision, the fixation will be as per policy of Sanstha and eligibility criteria.
20. The Competent Authority may order you to shoulder additional responsibilities/works in addition to your existing duties which shall be non-remunerative.
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-3-

22. The annual increment will be sanctioned as per policy and on achievement of the minimum required score based on annual performance appraisal, key performance indicator, student feedback results of the subject taught etc. The annual increment may even be withheld by the competent authority if the conduct of the teacher is not found to be good.
23. In case of closure of the branch/discipline, on account of unforeseen situation, your services will be liable for termination after giving appropriate notice or paying salary in lieu of notice period.
24. You will have to submit all your original certificates (Mark Sheet, Experience Certificate, Degree Certificate etc) at the time of joining your duties. Your date of joining shall be considered as the date of fulfilling this requirement. The originals will be returned back to you after verification subject to complying the conditions of this appointment letter or one year whichever is later.
25. During the period of service disciplinary action leading to removal, dismissal, termination may be taken against you on any of the following grounds.
  - a) Intentional breach of any of the terms of the appointment order
  - b) Willful and/or persistent neglect of duty
  - c) Physical or mental disability to discharge duties
  - d) Insubordination, indiscipline or improper behavior
  - e) Incompetence
  - f) Misconduct.Disciplinary action shall be taken after holding due enquiry and giving adequate reasonable opportunity.
26. If you agree to the terms and conditions mentioned above, you are requested to countersign the duplicate copy of this letter as token of acceptance of the offer of appointment. You will have to join the duties on or before 21/02/2015, failing which this offer of appointment stands annulled.

Principal

Encl. : Annexure -A

Copy to:-

1. The Secretary, NYSS, Nagpur  
w.r.to his Letter No.NYSS/2014-2015/1246 dated 18.02.2015
2. The Administrative Officer, .....
3. Accounts Section, .....
4. Establishment Section, ...
5. HOD--- EE

JOINING REPORT

To

The Principal

Y.C.C.E.

Nagpur.

Sub ∴ Joining Report

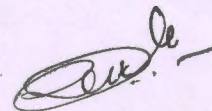
R/Sir,

With reference to your appointment letter No YCCE/2014-15/3315 dated 20/02/15

I am joining my duties as a Professor. on 20/02/2015 at \_\_\_\_\_

FN /~~AN~~.

Kindly accept my joining.



Yours faithfully

Full Name : Dr. Pravin K. Dashhole

Designation: Professor, EE Dept.

Date: 20/02/2015

Place: Nagpur.



# Yeshwantrao Chavan College of Engineering

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E-mail : principal@ycce.edu, info@ycce.edu

Ref. No. :YCCE/2014-15/-3464

Date: 20/02/2015

To,  
DR. RAJESH THAKARE  
Nagpur.

**Subject: Offer of Appointment for the post of Professor in B.E. ELECTRONICS ENGINEERING Department YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR .**

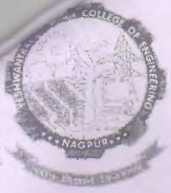
Dear Sir,

With reference to your application and subsequent interview held on 14/01/2015 by duly constituted committee of RTM Nagpur University, Nagpur, the competent authority is pleased to offer you full time appointment in **OBC** category as per roster approved by RTM Nagpur University as **Professor in B.E. ELECTRONICS ENGINEERING Department at YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR** , in pay band of Rs. 37400-67000 on basic pay of Rs 43000/- and academic grade pay of Rs. 10000/- plus allowances as approved by Sanstha from time to time with effect from the date of joining on the following terms and conditions.

1. You will be appointed initially on probation.
2. The probation period will be of two years from the date of joining. Thereafter, you will be informed about successful completion of probationary period. However, it should be noted that till the communication about successful completion of probationary period is given to you, you will continue to be under probationary period.
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6. You will not leave the job in between the academic session
7. Your appointment is subject to submission of valid, relevant and authenticated "Cast Validity Certificate" issued by the Competent Authority declared by Government of Maharashtra,

Received  
on  
20.3.15





Nagar Yuwak Shikshan Sanstha's

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E-mail : principal@ycce.edu, info@ycce.edu

-2-

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If you are unable to submit the "Cast Validity Certificate" referred above within the prescribed time limit, then your appointment will stand automatically discontinued immediately.

8. If you are already employed, relieving certificate of employer where presently working should be submitted at the time of joining.
9. You will have to produce physical fitness certificate obtained from registered Medical Practitioner at the time of joining your duties.
10. As per the rules of the Sanstha, one month salary in ten monthly equal installments will be deducted from your salary towards interest free salary deposit. During probation if you leave the job in between the academic session and before completing the minimum qualifying service as per policy then the salary deposit shall not be refunded but forfeited as per the policy. After successful completion of the probationary period, the salary deposit will be refunded after a service of five years from the date of successful completion of the probationary period.
11. You shall not be entitled for vacation (summer & winter) till completion of one year of continuous service.
12. Your services will be governed by the code of conduct and service rules applicable to employees of the Sanstha.
13. You shall be entitled to such leave as may be admissible to the probationers & permanent employees in accordance with the rules of the Sanstha, governing conditions of service
14. Your services are liable to be transferred to any other institution under the ambit of Meghe Group.
15. Without written permission of the competent authority/and or Sanstha, you will not be allowed to take any part time honorary or remunerative occupation or employment, private practice, studies, duties, consultancy or technical advice or do business or trade.
16. You will have to register for Phd in relevant branch/discipline within 2 years of joining or completion of the probationary period whichever is earlier, with submission of atleast one 6 monthly progression report.
17. Your age of superannuation will be 60 years.
18. No traveling allowances or allowance of any other kind is admissible for joining the duties.
19. In case of pay revision, the fixation will be as per policy of Sanstha and eligibility criteria.
20. The Competent Authority may order you to shoulder additional responsibilities/works in addition to your existing duties which shall be non-remunerative.





Nagar Yuwak Shikshan Sanstha's

# Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

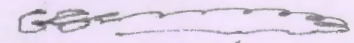
Hingna Road, Wanadongri, Nagpur - 441 110

Ph: 07104-237919, 234623, 329249, 329250 Fax: 07104-232376. Website: www.ycce.edu

E-mail : principal@ycce.edu, info@ycce.edu

-3-

21. Any increase in the allowances like D.A., H.R.A., etc revised by the competent authority, it shall be applicable to you from prospective date and arrears of any kind shall not be payable.
22. The annual increment will be sanctioned as per policy and on achievement of the minimum required score based on annual performance appraisal, key performance indicator, student feedback results of the subject taught etc. The annual increment may even be withheld by the competent authority if the conduct of the teacher is not found to be good.
23. In case of closure of the branch/discipline, on account of unforeseen situation, your services will be liable for termination after giving appropriate notice or paying salary in lieu of notice period.
24. You will have to submit all your original certificates (Mark Sheet, Experience Certificate, Degree Certificate etc) at the time of joining your duties. Your date of joining shall be considered as the date of fulfilling this requirement. The originals will be returned back to you after verification subject to complying the conditions of this appointment letter or one year whichever is later.
25. During the period of service disciplinary action leading to removal, dismissal, termination may be taken against you on any of the following grounds.  
a) Intentional breach of any of the terms of the appointment order b) Willful and/or persistent neglect of duty c) Physical or mental disability to discharge duties d) Insubordination, indiscipline or improper behavior e) Incompetence f) Misconduct.  
Disciplinary action shall be taken after holding due enquiry and giving adequate reasonable opportunity.
26. If you agree to the terms and conditions mentioned above, you are requested to countersign the duplicate copy of this letter as token of acceptance of the offer of appointment. You will have to join the duties on or before **from the date of joining**, failing which this offer of appointment stands annulled.

  
Principal

Copy to:-

1. The Secretary, for information
2. The Administrative Officer,
3. Accounts Section,
4. Establishment Section,
5. HOD--- EE



Name of the Sanstha: Nagar Yuwak Shikshan Sanstha's

Name of the Institute: Yeshwantrao Chavan College of Engineering

## JOINING REPORT

To,  
The Principal  
Nagpur

Reference: Offer of Appointment/Appointment Letter YCC/E/2014-15/13464  
Through: HOD/ Section In - Charge /AO dated 20.2.15

Respected Sir,

I, the undersigned with reference to above, has joined the duties as a Professor  
on this Thursday day 30 of April month, 2015 in the Department of  
Electronics Engg at 9 am time.

This Joining report is submitted for acceptance please.

Thanking you,  
Yours faithfully,

Signature Bhaskar

Name: Dr. R. D. Thakare

Joining Accepted.

for + Shubhang  
Signature  
HOD

ok  
30/04





Nagar Yuwak Shikshan Sanstha's

# Yeshwantrao Chavan College of Engineering

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E-mail : principal@ycce.edu, info@ycce.edu

**Pay Fixation Sheet of**

**Designation :**

**Department:**

**DR. RAJESH THAKARE**

**PROFESOR**

**ELECTRONICS ENGINEERING**

Pay Band	37400-67000
Basic Pay	43000
Grade Pay	10000
Total Basic + Grade Pay	53000
DA @ 100%	53000
HRA 20%	10600
TA	2400
CLA	240
Service Increment	
Non-compoundable Increment	7200
Non-compoundable Ph.D Increment	3000
Personal Pay	
Special Allowance	
(To be merged with DA at the time of Completion of Probationary Period)	
<b>TOTAL</b>	<b>129440</b>

Received  
Dr. Rajesh Thakare  
30.3.15

# Sample Appointment orders of Associate Professors





# Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

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E-mail : principal@ycce.edu, info@ycce.edu

Ref. No. :YCCE/2014-15/-3458

Date: 20/02/2015

To,  
DR.MANISH D.CHAVAN  
Nagpur.

**Subject: Offer of Appointment for the post of Associate Professor in B.E. ELECTRONICS & TELECOMMUNICATION ENGINEERING(SHIFT-I) Department YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR .**

Dear Sir,

With reference to your application and subsequent interview held on 14/01/2015 by duly constituted committee of RTM Nagpur University, Nagpur, the competent authority is pleased to offer you full time appointment in **SC** category as per roster approved by RTM Nagpur University as **Associate Professor in B.E. ELECTRONICS & TELECOMMUNICATION ENGINEERING(SHIFT-I) Department at YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR**, in pay band of Rs. 37400-67000 on basic pay of Rs 37400/- and academic grade pay of Rs. 9000/- plus allowances as approved by Sanstha from time to time with effect from the date of joining on the following terms and conditions.

- 1 You will be appointed initially on probation.
- 2 The probation period will be of two years from the date of joining. Thereafter, you will be informed about successful completion of probationary period. However, it should be noted that till the communication about successful completion of probationary period is given to you, you will continue to be under probationary period.
- 3 This probationary period is further extendable without assigning any reason on yearly basis for a period of one more year.
- 4 During the probationary period, your services can be discontinued without assigning any reason, by giving one month's notice or pay in lieu of notice period. Similarly, in case you want to leave the services during probation, you shall have to give one month's notice in advance.
- 5 After completion of the probationary period you will not leave job in between the academic session. If you desire to resign, then three months notice in advance or payment of three months gross salary (including all allowances) in lieu thereof will have to be deposited.
- 6 You will not leave the job in between the academic session
- 7 Your appointment is subject to submission of valid, relevant and authenticated "Cast Validity Certificate" issued by the Competent Authority declared by Government of Maharashtra, within a period of 30 days from the date of joining, in case if you are selected against reserved category as mentioned above.





Nagar Yuwak Shikshan Sanstha's

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E-mail : principal@ycce.edu, info@ycce.edu

-2-

If you are unable to submit the "Cast Validity Certificate" referred above within the prescribed time limit, then your appointment will stand automatically discontinued immediately.

- 8 If you are already employed, relieving certificate of employer where presently working should be submitted at the time of joining.
- 9 You will have to produce physical fitness certificate obtained from registered Medical Practitioner at the time of joining your duties.
- 10 As per the rules of the Sanstha, one month salary in ten monthly equal installments will be deducted from your salary towards interest free salary deposit. During probation if you leave the job in between the academic session and before completing the minimum qualifying service as per policy then the salary deposit shall not be refunded but forfeited as per the policy. After successful completion of the probationary period, the salary deposit will be refunded after a service of five years from the date of successful completion of the probationary period.
- 11 You shall not be entitled for vacation (summer & winter) till completion of one year of continuous service.
- 12 Your services will be governed by the code of conduct and service rules applicable to employees of the Sanstha.
- 13 You shall be entitled to such leave as may be admissible to the probationers & permanent employees in accordance with the rules of the Sanstha, governing conditions of service
- 14 Your services are liable to be transferred to any other institution under the ambit of Meghe Group.
- 15 Without written permission of the competent authority/and or Sanstha, you will not be allowed to take any part time honorary or remunerative occupation or employment, private practice, studies, duties, consultancy or technical advice or do business or trade.
- 16 You will have to register for Phd in relevant branch/discipline within 2 years of joining or completion of the probationary period whichever is earlier, with submission of atleast one 6 monthly progression report.
- 17 Your age of superannuation will be 60 years.
- 18 No traveling allowances or allowance of any other kind is admissible for joining the duties.
- 19 In case of pay revision, the fixation will be as per policy of Sanstha and eligibility criteria.
- 20 The Competent Authority may order you to shoulder additional responsibilities/works in addition to your existing duties which shall be non-remunerative.
- 21 Any increase in the allowances like D.A., H.R.A., etc revised by the competent authority, it shall be applicable to you from prospective date and arrears of any kind shall not be payable.





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-3-

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- 23 In case of closure of the branch/discipline, on account of unforeseen situation, your services will be liable for termination after giving appropriate notice or paying salary in lieu of notice period.
- 24 You will have to submit all your original certificates (Mark Sheet, Experience Certificate, Degree Certificate etc) at the time of joining your duties. Your date of joining shall be considered as the date of fulfilling this requirement. The originals will be returned back to you after verification subject to complying the conditions of this appointment letter or one year whichever is later.
- 25 During the period of service disciplinary action leading to removal, dismissal, termination may be taken against you on any of the following grounds.
  - a) Intentional breach of any of the terms of the appointment order
  - b) Willful and/or persistent neglect of duty
  - c) Physical or mental disability to discharge duties
  - d) Insubordination, indiscipline or improper behavior
  - e) Incompetence
  - f) Misconduct.Disciplinary action shall be taken after holding due enquiry and giving adequate reasonable opportunity.
- 26 If you agree to the terms and conditions mentioned above, you are requested to countersign the duplicate copy of this letter as token of acceptance of the offer of appointment. You will have to join the duties on or before **from the date of joining**, failing which this offer of appointment stands annulled.

Principal

Encl. : Annexure -A

Copy to:-

1. The Secretary, NYSS, Nagpur  
w.r. to his Letter No. NYSS/2014-2015/1246 dated 18.02.2015
2. The Administrative Officer, .....
3. Accounts Section, .....
4. Establishment Section, ...
- 5: HOD--- ET



Nagar Yuwak Shikshan Sanstha's

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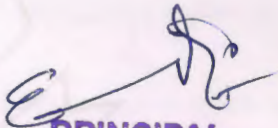
## Revised Pay Fixation

**Name :** MANISH DEVENDRA CHAWHAN  
**Designation :** ASSOCIATE PROFESSOR  
ELECTRONICS & TELECOMM. ENGG  
**Department:** (SHIFT I)

PERTICULAR	YCCOE PAY STRUCTURE
BASIC	37400
GRADE PAY	9000
TOTAL	46400
DA	46400
HRA	9280
CLA	240
TA	2400
S. ALLO	0
S. ALLO	0
VEH. REP	0
<b>TOTAL</b>	<b>104720</b>
PERSONAL PAY	0
SPE. ALLOW ADJUSTIBLE*	
<b>GROSS</b>	<b>104720</b>

\* To be adjusted/merged with DA at the time of Completion of Probationary Period



  
**PRINCIPAL**  
Yeshwantrao Chavan  
College of Engineering  
Wanadongri, Hingna Road  
NAGPUR - 441 110



Name of the Sanstha: Nagar Yuwak Shikshan Sanstha

Name of the Institute: YCCF, Nagpur

## JOINING REPORT

To,  
The Principal  
Nagpur

Reference: Offer of Appointment/Appointment Letter YCCE/2014-15/3458  
Through: HOD/ Section In - Charge /AO

Respected Sir,

I, the undersigned with reference to above, has joined the duties as a Associate Professor  
on this Monday day 01 of 06 (June) month, 20 15 in the Department of  
Electronics & Tele Comm<sup>n</sup> at 11:30 AM time.  
(Shift - I) - BE

This Joining report is submitted for acceptance please.

Thanking you,  
Yours faithfully,

Signature Manish Devendra Chauhan  
01/06/2015

Name: Dr Manish Devendra Chauhan

Joining Accepted

Signature  
HOD

[Signature]  
11/06/2015  
[Signature]





Nagar Yuwak Shikshan Sanstha's

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Ph.: 07104-237919, 234623, 329249, 329250 Fax: 07104-232376, Website: www.ycce.edu

E-mail : principal@ycce.edu, info@ycce.edu

Ref. No. :YCCE/2014-15/ 3324

Date: 20/02/2015

To,  
DR. UJWALA GAWANDE  
Nagpur.

**Subject: Offer of Appointment for the post of Associate Professor in B.E. INFORMATION TECHNOLOGY Department YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR .**

Dear Sir,

With reference to your application and subsequent interview held on 16/01/2015 by duly constituted committee of RTM Nagpur University, Nagpur, the competent authority is pleased to offer you full time appointment in **OPEN** category as per roster approved by RTM Nagpur University as **Associate Professor in B.E. INFORMATION TECHNOLOGY Department at YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR** , in pay band of **Rs. 37400-67000** on basic pay of **Rs 37400/-** and academic grade pay of **Rs. 9000/-** plus allowances as approved by Sanstha from time to time with effect from the date of joining on the following terms and conditions.

1. You will be appointed initially on probation.
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5. After completion of the probationary period you will not leave job in between the academic session. If you desire to resign, then three months notice in advance or payment of three months gross salary (including all allowances) in lieu thereof will have to be deposited.
6. You will not leave the job in between the academic session
7. Your appointment is subject to submission of valid, relevant and authenticated "Cast Validity Certificate" issued by the Competent Authority declared by Government of Maharashtra, within a period of 30 days from the date of joining, in case if you are selected against reserved category as mentioned above.

Received  
him



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-2-

If you are unable to submit the "Cast Validity Certificate" referred above within the prescribed time limit, then your appointment will stand automatically discontinued immediately.

8. If you are already employed, relieving certificate of employer where presently working should be submitted at the time of joining.
9. You will have to produce physical fitness certificate obtained from registered Medical Practitioner at the time of joining your duties.
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-3-

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  - b) Willful and/or persistent neglect of duty
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  - d) Insubordination, indiscipline or improper behavior
  - e) Incompetence
  - f) Misconduct.Disciplinary action shall be taken after holding due enquiry and giving adequate reasonable opportunity.
26. If you agree to the terms and conditions mentioned above, you are requested to countersign the duplicate copy of this letter as token of acceptance of the offer of appointment. You will have to join the duties on or before **21/02/2015**, failing which this offer of appointment stands annulled.



Principal

Encl. : Annexure -A

Copy to:-

1. The Secretary, NYSS, Nagpur  
w.r.to his Letter No.NYSS/2014-2015/1246 dated 18.02.2015
2. The Administrative Officer, .....
3. Accounts Section, .....
4. Establishment Section, ...
5. HOD--- IT



JOINING REPORT

To

The Principal

YCCE, Nagpur

Sub :- Joining Report

R/Sir,

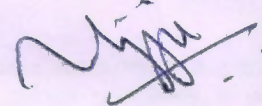
With reference to your appointment letter No YCCE/2014-15/3324 dated 20/2/15

I am joining my duties as a Asst. Prof. on 21/2/15 at 9:00am

FN /AN.

Kindly accept my joining.

Yours faithfully



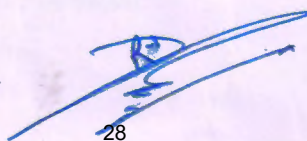
Full Name : Dr. Vijayalaxmi Gowande

Designation: Asst. Prof.

Date: 21/2/15

Place: Nagpur

Forwarded to Pnnicipal





Nagar Yuwak Shikshan Sanstha's

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E-mail : principal@ycce.edu, info@ycce.edu

Ref. No. :YCCE/2014-15/-3.312

Date: 20/02/2015

To,  
DR.KAVITA SINGH  
Nagpur.

**Subject: Offer of Appointment for the post of Associate Professor in B.E. COMPUTER TECHNOLOGY Department YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR .**

Dear Sir,

With reference to your application and subsequent interview held on 16/01/2015 by duly constituted committee of RTM Nagpur University, Nagpur, the competent authority is pleased to offer you full time appointment in **OPEN** category as per roster approved by RTM Nagpur University as **Associate Professor in B.E. COMPUTER TECHNOLOGY Department at YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR** , in pay band of **Rs. 37400-67000** on basic pay of **Rs.37400/-** and academic grade pay of **Rs. 9000/-** plus allowances as approved by Sanstha from time to time with effect from the date of joining on the following terms and conditions.

- 1 You will be appointed initially on probation.
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- 3 This probationary period is further extendable without assigning any reason on yearly basis for a period of one more year.
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- 5 After completion of the probationary period you will not leave job in between the academic session. If you desire to resign, then three months notice in advance or payment of three months gross salary (including all allowances) in lieu thereof will have to be deposited.
- 6 You will not leave the job in between the academic session
- 7 Your appointment is subject to submission of valid, relevant and authenticated "Cast Validity Certificate" issued by the Competent Authority declared by Government of Maharashtra, within a period of 30 days from the date of joining, in case if you are selected against reserved category as mentioned above.

Accepted  
K. J. W. S.





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-2-

If you are unable to submit the "Cast Validity Certificate" referred above within the prescribed time limit, then your appointment will stand automatically discontinued immediately.

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- 11 You shall not be entitled for vacation (summer & winter) till completion of one year of continuous service.
- 12 Your services will be governed by the code of conduct and service rules applicable to employees of the Sanstha.
- 13 You shall be entitled to such leave as may be admissible to the probationers & permanent employees in accordance with the rules of the Sanstha, governing conditions of service
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- 15 Without written permission of the competent authority/and or Sanstha, you will not be allowed to take any part time honorary or remunerative occupation or employment, private practice, studies, duties, consultancy or technical advice or do business or trade.
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- 19 In case of pay revision, the fixation will be as per policy of Sanstha and eligibility criteria.
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Nagar Yuwak Shikshan Sanstha's

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- 22 The annual increment will be sanctioned as per policy and on achievement of the minimum required score based on annual performance appraisal, key performance indicator, student feedback results of the subject taught etc. The annual increment may even be withheld by the competent authority if the conduct of the teacher is not found to be good.
- 23 In case of closure of the branch/discipline, on account of unforeseen situation, your services will be liable for termination after giving appropriate notice or paying salary in lieu of notice period.
- 24 You will have to submit all your original certificates (Mark Sheet, Experience Certificate, Degree Certificate etc) at the time of joining your duties. Your date of joining shall be considered as the date of fulfilling this requirement. The originals will be returned back to you after verification subject to complying the conditions of this appointment letter or one year whichever is later.
- 25 During the period of service disciplinary action leading to removal, dismissal, termination may be taken against you on any of the following grounds.  
a) Intentional breach of any of the terms of the appointment order b) Willful and/or persistent neglect of duty c) Physical or mental disability to discharge duties d) Insubordination, indiscipline or improper behavior e) Incompetence f) Misconduct.  
Disciplinary action shall be taken after holding due enquiry and giving adequate reasonable opportunity.
- 26 If you agree to the terms and conditions mentioned above, you are requested to countersign the duplicate copy of this letter as token of acceptance of the offer of appointment. You will have to join the duties on or before **21/02/2015**, failing which this offer of appointment stands annulled.

Principal

Encl. : Annexure -A

Copy to:-

1. The Secretary, NYSS, Nagpur  
w.r.to his Letter No.NYSS/2014-2015/1246 dated 18.02.2015
2. The Administrative Officer, .....
3. Accounts Section, .....
4. Establishment Section, ...
5. HOD--- CT



JOINING REPORT

To

The Principal

YCCE  
Nagpur

Sub :- Joining Report

R/Sir,

With reference to your appointment letter No YCCE/2014-15/<sup>3312</sup> dated 20/02/2015

I am joining my duties as a Associate professor on 21/02/2015 at 9.00 AM.

FN/AN.

Kindly accept my joining.

  
Yours faithfully

Full Name : Dr. kavita R. Singh

Designation: Associate prof  
CT, YCCE

Date: 21/02/2015

Place: Nagpur

**Yeshwantrao Chavan College of Engineering***(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)*

Hingna Road, Wanadongri, Nagpur - 441 110

Ph.: 07104-237919, 234623, 329249, 329250 Fax: 07104-232376, Website: www.ycce.edu

E-mail : principal@ycce.edu, info@ycce.edu

**Pay Fixation Sheet of****Designation :****Department:****DR. KAVITA R. SINGH****ASSO. PROFESSOR****COMPUTER TECHNOLOGY**

Pay Band	37400-67000
Basic Pay	37400
Grade Pay	9000
Total Basic + Grade Pay	46400
DA @ 100%	46400
HRA 20%	9280
TA	2400
CLA	240
Service Increment	
Non-compoundable Increment	1300
Non-compoundable Ph.D Increment	
Personal Pay	
Special Allowance	
(To be merged with DA at the time of Completion of Probationary Period)	
<b>TOTAL</b>	<b>106020</b>

*Handwritten signature/initials*



# Sample Appointment orders of Assistant Professors



# Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

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Ph.: 07104-237919, 234623, 329249, 329250 Fax: 07104-232376, Website: www.ycce.edu

E-mail : principal@ycce.edu, info@ycce.edu

Ref. No. :YCCE/2014-15/-3329

Date: 20/02/2015

To,  
MR. ANIKET P.MUNSHI  
Nagpur.

**Subject: Offer of Appointment for the post of Assistant Professor in B.E. ELECTRICAL ENGINEERING (SHIFT-I) Department YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR .**

Dear Sir,

With reference to your application and subsequent interview held on 12/01/2015 by duly constituted committee of RTM Nagpur University, Nagpur, the competent authority is pleased to offer you full time appointment in **OPEN** category as per roster approved by RTM Nagpur University as **Assistant Professor in B.E. ELECTRICAL ENGINEERING (SHIFT-I) Department of YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR**, in pay band of **Rs. 15600-39100** on basic pay of **Rs 20590/-** and academic grade pay of **Rs. 6000/-** plus allowances as approved by Sanstha from time to time with effect from the date of joining on the following terms and conditions.

- 1 You will be appointed initially on probation.
- 2 The probation period will be of two years from the date of joining. Thereafter, you will be informed about successful completion of probationary period. However, it should be noted that till the communication about successful completion of probationary period is given to you, you will continue to be under probationary period.
- 3 This probationary period is further extendable without assigning any reason on yearly basis for a period of one more year.
- 4 During the probationary period, your services can be discontinued without assigning any reason, by giving one month's notice or pay in lieu of notice period. Similarly, in case you want to leave the services during probation, you shall have to give one month's notice in advance.
- 5 After completion of the probationary period you will not leave job in between the academic session. If you desire to resign, then three months notice in advance or payment of three months gross salary (including all allowances) in lieu thereof will have to be deposited.
- 6 You will not leave the job in between the academic session
- 7 Your appointment is subject to submission of valid, relevant and authenticated "Cast Validity Certificate" issued by the Competent Authority declared by Government of Maharashtra,

Recd.

Amunshi





# Yeshwantrao Chavan College of Engineering

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Ph.: 07104-237919, 234623, 329249, 329250 Fax: 07104-232376, Website: www.ycce.edu

E-mail : principal@ycce.edu, info@ycce.edu

-2-

within a period of 30 days from the date of joining, in case if you are selected against reserved category as mentioned above.

If you are unable to submit the "Cast Validity Certificate" referred above within the prescribed time limit, then your appointment will stand automatically discontinued immediately.

- 8 If you are already employed, relieving certificate of employer where presently working should be submitted at the time of joining.
- 9 You will have to produce physical fitness certificate obtained from registered Medical Practitioner at the time of joining your duties.
- 10 As per the rules of the Sanstha, one month salary in ten monthly equal installments will be deducted from your salary towards interest free salary deposit. During probation if you leave the job in between the academic session and before completing the minimum qualifying service as per policy then the salary deposit shall not be refunded but forfeited as per the policy. After successful completion of the probationary period, the salary deposit will be refunded after a service of five years from the date of successful completion of the probationary period.
- 11 You shall not be entitled for vacation (summer & winter) till completion of one year of continuous service.
- 12 Your services will be governed by the code of conduct and service rules applicable to employees of the Sanstha.
- 13 You shall be entitled to such leave as may be admissible to the probationers & permanent employees in accordance with the rules of the Sanstha, governing conditions of service
- 14 Your services are liable to be transferred to any other institution under the ambit of Meghe Group.
- 15 Without written permission of the competent authority/and or Sanstha, you will not be allowed to take any part time honorary or remunerative occupation or employment, private practice, studies, duties, consultancy or technical advice or do business or trade.
- 16 You will have to register for Phd in relevant branch/discipline within 2 years of joining or completion of the probationary period whichever is earlier, with submission of atleast one 6 monthly progression report.
- 17 Your age of superannuation will be 60 years.
- 18 No traveling allowances or allowance of any other kind is admissible for joining the duties.
- 19 In case of pay revision, the fixation will be as per policy of Sanstha and eligibility criteria.
- 20 The Competent Authority may order you to shoulder additional responsibilities/works in addition to your existing duties which shall be non-remunerative.





# Yeshwantrao Chavan College of Engineering

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E-mail : principal@ycce.edu, info@ycce.edu

-3-

- 21 Any increase in the allowances like D.A., H.R.A., etc revised by the competent authority, it shall be applicable to you from prospective date and arrears of any kind shall not be payable.
- 22 The annual increment will be sanctioned as per policy and on achievement of the minimum required score based on annual performance appraisal, key performance indicator, student feedback results of the subject taught etc. The annual increment may even be withheld by the competent authority if the conduct of the teacher is not found to be good.
- 23 In case of closure of the branch/discipline, on account of unforeseen situation, your services will be liable for termination after giving appropriate notice or paying salary in lieu of notice period.
- 24 You will have to submit all your original certificates (Mark Sheet, Experience Certificate, Degree Certificate etc) at the time of joining your duties. Your date of joining shall be considered as the date of fulfilling this requirement. The originals will be returned back to you after verification subject to complying the conditions of this appointment letter or one year whichever is later.
- 25 During the period of service disciplinary action leading to removal, dismissal, termination may be taken against you on any of the following grounds.  
a) Intentional breach of any of the terms of the appointment order b) Willful and/or persistent neglect of duty c) Physical or mental disability to discharge duties d) Insubordination, indiscipline or improper behavior e) Incompetence f) Misconduct.  
Disciplinary action shall be taken after holding due enquiry and giving adequate reasonable opportunity.
- 26 If you agree to the terms and conditions mentioned above, you are requested to countersign the duplicate copy of this letter as token of acceptance of the offer of appointment. You will have to join the duties on or before **21/02/2015**, failing which this offer of appointment stands annulled.



Principal

Encl. : Annexure -A

Copy to:-

1. The Secretary, NYSS, Nagpur  
w.r.to his Letter No. NYSS/2014-2015/1246 dated 18.02.2015
2. The Administrative Officer, .....
3. Accounts Section, .....
4. Establishment Section, ...
5. HOD--- EL



JOINING REPORT

To

The Principal

YCCE,

NAGPUR

Sub :- Joining Report

R/Sir,

With reference to your appointment letter No YCCE/2014-15/3329 dated 20/02/2015.

I am joining my duties as a Asst. Professor on 21/02/2015 at 09:00

FN / AN.

Kindly accept my joining.

Forwarded for joining  
to the dept.

R. M. Mohai  
(R. M. Mohai)  
Prof-4 HOD, Electrical

Yours faithfully

Aniket P. Munshi

Full Name: ANIKET P. MUNSHI

Designation: Assistant Professor

Date: 21/02/2015

Place: Nagpur



Nagar Yuwak Shikshan Sanstha's

# Yeshwantrao Chavan College of Engineering

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E-mail : principal@ycce.edu, info@ycce.edu

Ref. No. :YCCE/2014-15/-3304

Date: 20/02/2015

To,  
MR. DHIRAJ G.AGRAWAL  
Nagpur.

**Subject: Offer of Appointment for the post of Assistant Professor in B.E.CIVIL ENGINEERING Department YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR .**

Dear Sir,

With reference to your application and subsequent interview held on 17/01/2015 by duly constituted committee of RTM Nagpur University, Nagpur, the competent authority is pleased to offer you full time appointment in **OPEN** category as per roster approved by RTM Nagpur University as **Assistant Professor in B.E. CIVIL ENGINEERING Department at YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR** , in pay band of Rs. **15600-39100** on basic pay of Rs **15600/-** and academic grade pay of Rs. **6000/-** plus allowances as approved by Sanstha from time to time with effect from the date of joining on the following terms and conditions.

- 1 You will be appointed initially on probation.
- 2 The probation period will be of two years from the date of joining. Thereafter, you will be informed about successful completion of probationary period. However, it should be noted that till the communication about successful completion of probationary period is given to you, you will continue to be under probationary period.
- 3 This probationary period is further extendable without assigning any reason on yearly basis for a period of one more year.
- 4 During the probationary period, your services can be discontinued without assigning any reason, by giving one month's notice or pay in lieu of notice period. Similarly, in case you want to leave the services during probation, you shall have to give one month's notice in advance.
- 5 After completion of the probationary period you will not leave job in between the academic session. If you desire to resign, then three months notice in advance or payment of three months gross salary (including all allowances) in lieu thereof will have to be deposited.
- 6 You will not leave the job in between the academic session
- 7 Your appointment is subject to submission of valid, relevant and authenticated "Cast Validity Certificate" issued by the Competent Authority declared by Government of Maharashtra, within a period of 30 days from the date of joining, in case if you are selected against reserved category as mentioned above.

D.G. Agrawal





Nagar Yuwak Shikshan Sanstha's

# Yeshwantrao Chavan College of Engineering

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Ph.: 07104-237919, 234623, 329249, 329250 Fax: 07104-232376, Website: www.ycce.edu

E-mail : principal@ycce.edu, info@ycce.edu

-2-

If you are unable to submit the "Cast Validity Certificate" referred above within the prescribed time limit, then your appointment will stand automatically discontinued immediately.

- 8 If you are already employed, relieving certificate of employer where presently working should be submitted at the time of joining.
- 9 You will have to produce physical fitness certificate obtained from registered Medical Practitioner at the time of joining your duties.
- 10 As per the rules of the Sanstha, one month salary in ten monthly equal installments will be deducted from your salary towards interest free salary deposit. During probation if you leave the job in between the academic session and before completing the minimum qualifying service as per policy then the salary deposit shall not be refunded but forfeited as per the policy. After successful completion of the probationary period, the salary deposit will be refunded after a service of five years from the date of successful completion of the probationary period.
- 11 You shall not be entitled for vacation (summer & winter) till completion of one year of continuous service.
- 12 Your services will be governed by the code of conduct and service rules applicable to employees of the Sanstha.
- 13 You shall be entitled to such leave as may be admissible to the probationers & permanent employees in accordance with the rules of the Sanstha, governing conditions of service
- 14 Your services are liable to be transferred to any other institution under the ambit of Meghe Group.
- 15 Without written permission of the competent authority/and or Sanstha, you will not be allowed to take any part time honorary or remunerative occupation or employment, private practice, studies, duties, consultancy or technical advice or do business or trade.
- 16 You will have to register for Phd in relevant branch/discipline within 2 years of joining or completion of the probationary period whichever is earlier, with submission of atleast one 6 monthly progression report.
- 17 Your age of superannuation will be 60 years.
- 18 No traveling allowances or allowance of any other kind is admissible for joining the duties.
- 19 In case of pay revision, the fixation will be as per policy of Sanstha and eligibility criteria.
- 20 The Competent Authority may order you to shoulder additional responsibilities/works in addition to your existing duties which shall be non-remunerative.
- 21 Any increase in the allowances like D.A., H.R.A., etc revised by the competent authority, it shall be applicable to you from prospective date and arrears of any kind shall not be payable.





Nagar Yuwak Shikshan Sanstha's

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-3-

- 22 The annual increment will be sanctioned as per policy and on achievement of the minimum required score based on annual performance appraisal, key performance indicator, student feedback results of the subject taught etc. The annual increment may even be withheld by the competent authority if the conduct of the teacher is not found to be good.
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- 25 During the period of service disciplinary action leading to removal, dismissal, termination may be taken against you on any of the following grounds.  
a) Intentional breach of any of the terms of the appointment order b) Willful and/or persistent neglect of duty c) Physical or mental disability to discharge duties d) Insubordination, indiscipline or improper behavior e) Incompetence f) Misconduct.  
Disciplinary action shall be taken after holding due enquiry and giving adequate reasonable opportunity.
- 26 If you agree to the terms and conditions mentioned above, you are requested to countersign the duplicate copy of this letter as token of acceptance of the offer of appointment. You will have to join the duties on or before 21/02/2015 , failing which this offer of appointment stands annulled.

Principal

Encl. : Annexure -A

Copy to:-

1. The Secretary, NYSS, Nagpur  
w.r.to his Letter No.NYSS/2014-2015/1246 dated 18.02.2015
2. The Administrative Officer, .....
3. Accounts Section, .....
4. Establishment Section, ...
5. HOD--- CE



JOINING REPORT

To

The Principal

YCCE, Nagpur

Sub :- Joining Report

R/Sir,

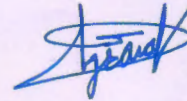
With reference to your appointment letter No YCCE/2014-15/ dated 20-02-2015  
3304

I am joining my duties as a Assistant Professor on 21-02-2015 at 09:00 AM

✓  
FN /AN.

Kindly accept my joining.

Yours faithfully

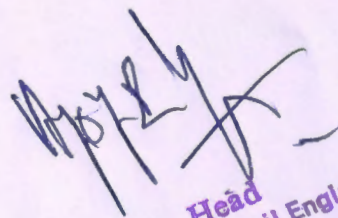


Full Name : Dhirej Giridhorlal Agrawal

Designation: Assistant Professor

Date: 21-02-2015

Place: YCCE, Nagpur



Head  
Department of Civil Engineering  
Y. C. College of Engineering  
NAGPUR-441 110



Nagar Yuwak Shikshan Sanstha's

# Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

Hingna Road, Wanadongri, Nagpur - 441 110

Ph.: 07104-237919, 234623, 329249, 329250 Fax: 07104-232376, Website: www.ycce.edu

E-mail : principal@ycce.edu, info@ycce.edu

Ref. No. :YCCE/2014-15/3452

Date: 20/02/2015

To,  
MR.PRAFUL BEREKAR  
Nagpur.

**Subject: Offer of Appointment for the post of Assistant Professor in B.E.COMPUTER TECHNOLOGY Department YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR .**

Dear Sir,

With reference to your application and subsequent interview held on 16/01/2015 by duly constituted committee of RTM Nagpur University, Nagpur, the competent authority is pleased to offer you full time appointment in NT-C category as per roster approved by RTM Nagpur University as **Assistant Professor in B.E.COMPUTER TECHNOLOGY Department at YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR** , in pay band of **Rs. 15600-39100** on basic pay of **Rs 15600/-** and academic grade pay of **Rs. 6000/-** plus allowances as approved by Sanstha from time to time with effect from the date of joining on the following terms and conditions.

- 1 You will be appointed initially on probation.
- 2 The probation period will be of two years from the date of joining. Thereafter, you will be informed about successful completion of probationary period. However, it should be noted that till the communication about successful completion of probationary period is given to you, you will continue to be under probationary period.
- 3 This probationary period is further extendable without assigning any reason on yearly basis for a period of one more year.
- 4 During the probationary period, your services can be discontinued without assigning any reason, by giving one month's notice or pay in lieu of notice period. Similarly, in case you want to leave the services during probation, you shall have to give one month's notice in advance.
- 5 After completion of the probationary period you will not leave job in between the academic session. If you desire to resign, then three months notice in advance or payment of three months gross salary (including all allowances) in lieu thereof will have to be deposited.
- 6 You will not leave the job in between the academic session
- 7 Your appointment is subject to submission of valid, relevant and authenticated "Cast Validity Certificate" issued by the Competent Authority declared by Government of Maharashtra, within a period of 30 days from the date of joining, in case if you are selected against reserved category as mentioned above.





Nagar Yuwak Shikshan Sanstha's

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E-mail : principal@ycce.edu, info@ycce.edu

-2-

If you are unable to submit the "Cast Validity Certificate" referred above within the prescribed time limit, then your appointment will stand automatically discontinued immediately.

- 8 If you are already employed, relieving certificate of employer where presently working should be submitted at the time of joining.
- 9 You will have to produce physical fitness certificate obtained from registered Medical Practitioner at the time of joining your duties.
- 10 As per the rules of the Sanstha, one month salary in ten monthly equal installments will be deducted from your salary towards interest free salary deposit. During probation if you leave the job in between the academic session and before completing the minimum qualifying service as per policy then the salary deposit shall not be refunded but forfeited as per the policy. After successful completion of the probationary period, the salary deposit will be refunded after a service of five years from the date of successful completion of the probationary period.
- 11 You shall not be entitled for vacation (summer & winter) till completion of one year of continuous service.
- 12 Your services will be governed by the code of conduct and service rules applicable to employees of the Sanstha.
- 13 You shall be entitled to such leave as may be admissible to the probationers & permanent employees in accordance with the rules of the Sanstha, governing conditions of service
- 14 Your services are liable to be transferred to any other institution under the ambit of Meghe Group.
- 15 Without written permission of the competent authority/and or Sanstha, you will not be allowed to take any part time honorary or remunerative occupation or employment, private practice, studies, duties, consultancy or technical advice or do business or trade.
- 16 You will have to register for Phd in relevant branch/discipline within 2 years of joining or completion of the probationary period whichever is earlier, with submission of atleast one 6 monthly progression report.
- 17 Your age of superannuation will be 60 years.
- 18 No traveling allowances or allowance of any other kind is admissible for joining the duties.
- 19 In case of pay revision, the fixation will be as per policy of Sanstha and eligibility criteria.
- 20 The Competent Authority may order you to shoulder additional responsibilities/works in addition to your existing duties which shall be non-remunerative.
- 21 Any increase in the allowances like D.A., H.R.A., etc revised by the competent authority, it shall be applicable to you from prospective date and arrears of any kind shall not be payable.





Nagar Yuwak Shikshan Sanstha's

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-3-

- 22 The annual increment will be sanctioned as per policy and on achievement of the minimum required score based on annual performance appraisal, key performance indicator, student feedback results of the subject taught etc. The annual increment may even be withheld by the competent authority if the conduct of the teacher is not found to be good.
- 23 In case of closure of the branch/discipline, on account of unforeseen situation, your services will be liable for termination after giving appropriate notice or paying salary in lieu of notice period.
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- 25 During the period of service disciplinary action leading to removal, dismissal, termination may be taken against you on any of the following grounds.  
a) Intentional breach of any of the terms of the appointment order b) Willful and/or persistent neglect of duty c) Physical or mental disability to discharge duties d) Insubordination, indiscipline or improper behavior e) Incompetence f) Misconduct.  
Disciplinary action shall be taken after holding due enquiry and giving adequate reasonable opportunity.
- 26 If you agree to the terms and conditions mentioned above, you are requested to countersign the duplicate copy of this letter as token of acceptance of the offer of appointment. You will have to join the duties on or before **from the date of joining**, failing which this offer of appointment stands annulled.

Principal

Encl. : Annexure -A

Copy to:-

1. The Secretary, NYSS, Nagpur  
w.r.to his Letter No.NYSS/2014-2015/1246 dated 18.02.2015
2. The Administrative Officer, .....
3. Accounts Section, .....
4. Establishment Section, ...
5. HOD--- CT



Name of the Sanstha: Nagar Yuwak shikshan Samstha's

Name of the Institute: Yeshwantrao Chavan College of Engg.

## JOINING REPORT

To,  
The Principal  
Nagpur

Reference: Offer of Appointment/Appointment Letter YCCE/2014-15/3452

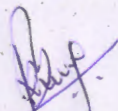
Through: HOD/ Section In - Charge /AO

Respected Sir,

I, the undersigned with reference to above, has joined the duties as a Assistant Professor on this 13 (Wednesday) day of 05 (May) month, 2015 in the Department of Computer Technology at 09:00 A.M. time.

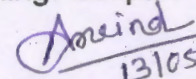
This Joining report is submitted for acceptance please.

Thanking you,  
Yours faithfully,

  
Signature

Name: PRAFUL V. BAREKAR

Joining Accepted

  
Signature  
13/05/2015

HOD





# Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

Hingna Road, Wanadongri, Nagpur - 441 110

Ph.: 07104-237919, 234623, 329249, 329250 Fax: 07104-232376, Website: www.ycce.edu

E-mail : principal@ycce.edu, info@ycce.edu

**Name :** MR PRAFUL V. BAREKAR

**Designation :** ASSISTANT PROFESSOR

**Department:** COMPUTER TECHNOLOGY

PERTICULAR	YCCE PAY STRUCTURE
BASIC	15600
GRADE PAY	6000
TOTAL	21600
DA	11016
HRA	4320
CLA	240
TA	2400
S. ALLO	0
S. ALLO	0
VEH. REP	0
<b>TOTAL</b>	<b>39576</b>
PAERSONAL PAY (FIXED)	0
<b>GROSS</b>	<b>39576</b>





Nagar Yuwak Shikshan Sanstha's

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E-mail : principal@ycce.edu, info@ycce.edu

Ref. No. :YCCE/2014-15/3319

Date: 20/02/2015

To,  
MR.SANDEEP A.DESAI  
Nagpur.

**Subject: Offer of Appointment for the post of Assistant Professor in B.E. ELECTRONICS & TELECOMMUNICATION ENGINEERING (SHIFT-I) Department YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR .**

Dear Sir,

With reference to your application and subsequent interview held on 14/01/2015 by duly constituted committee of RTM Nagpur University, Nagpur, the competent authority is pleased to offer you full time appointment in **OPEN** category as per roster approved by RTM Nagpur University as **Assistant Professor in B.E. ELECTRONICS & TELECOMMUNICATION ENGINEERING (SHIFT-I) Department at YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR** , in pay band of Rs. 15600-39100 on basic pay of Rs 15600/- and academic grade pay of Rs. 6000/- plus allowances as approved by Sanstha from time to time with effect from the date of joining on the following terms and conditions.

- 1 You will be appointed initially on probation.
- 2 The probation period will be of two years from the date of joining. Thereafter, you will be informed about successful completion of probationary period. However, it should be noted that till the communication about successful completion of probationary period is given to you, you will continue to be under probationary period.
- 3 This probationary period is further extendable without assigning any reason on yearly basis for a period of one more year.
- 4 During the probationary period, your services can be discontinued without assigning any reason, by giving one month's notice or pay in lieu of notice period. Similarly, in case you want to leave the services during probation, you shall have to give one month's notice in advance.
- 5 After completion of the probationary period you will not leave job in between the academic session. If you desire to resign, then three months notice in advance or payment of three months gross salary (including all allowances) in lieu thereof will have to be deposited.
- 6 You will not leave the job in between the academic session
- 7 Your appointment is subject to submission of valid, relevant and authenticated "Cast Validity Certificate" issued by the Competent Authority declared by Government of Maharashtra, within a period of 30 days from the date of joining, in case if you are selected against reserved category as mentioned above.

Received  
S. Desai



# Jeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

Hingna Road, Wanadongri, Nagpur - 441 110

Ph.: 07104-237919, 234623, 329249, 329250 Fax: 07104-232376, Website: www.ycce.edu

E-mail : principal@ycce.edu, info@ycce.edu

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If you are unable to submit the "Cast Validity Certificate" referred above within the prescribed time limit, then your appointment will stand automatically discontinued immediately.

- 8 If you are already employed, relieving certificate of employer where presently working should be submitted at the time of joining.
- 9 You will have to produce physical fitness certificate obtained from registered Medical Practitioner at the time of joining your duties.
- 10 As per the rules of the Sanstha, one month salary in ten monthly equal installments will be deducted from your salary towards interest free salary deposit. During probation if you leave the job in between the academic session and before completing the minimum qualifying service as per policy then the salary deposit shall not be refunded but forfeited as per the policy. After successful completion of the probationary period, the salary deposit will be refunded after a service of five years from the date of successful completion of the probationary period.
- 11 You shall not be entitled for vacation (summer & winter) till completion of one year of continuous service.
- 12 Your services will be governed by the code of conduct and service rules applicable to employees of the Sanstha.
- 13 You shall be entitled to such leave as may be admissible to the probationers & permanent employees in accordance with the rules of the Sanstha, governing conditions of service
- 14 Your services are liable to be transferred to any other institution under the ambit of Meghe Group.
- 15 Without written permission of the competent authority/and or Sanstha, you will not be allowed to take any part time honorary or remunerative occupation or employment, private practice, studies, duties, consultancy or technical advice or do business or trade.
- 16 You will have to register for Phd in relevant branch/discipline within 2 years of joining or completion of the probationary period whichever is earlier, with submission of atleast one 6 monthly progression report.
- 17 Your age of superannuation will be 60 years.
- 18 No traveling allowances or allowance of any other kind is admissible for joining the duties.
- 19 In case of pay revision, the fixation will be as per policy of Sanstha and eligibility criteria.
- 20 The Competent Authority may order you to shoulder additional responsibilities/works in addition to your existing duties which shall be non-remunerative.
- 21 Any increase in the allowances like D.A., H.R.A., etc revised by the competent authority, it shall be applicable to you from prospective date and arrears of any kind shall not be payable.





Nagar Yuwak Shikshan Sanstha's

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- 22 The annual increment will be sanctioned as per policy and on achievement of the minimum required score based on annual performance appraisal, key performance indicator, student feedback results of the subject taught etc. The annual increment may even be withheld by the competent authority if the conduct of the teacher is not found to be good.
- 23 In case of closure of the branch/discipline, on account of unforeseen situation, your services will be liable for termination after giving appropriate notice or paying salary in lieu of notice period.
- 24 You will have to submit all your original certificates (Mark Sheet, Experience Certificate, Degree Certificate etc) at the time of joining your duties. Your date of joining shall be considered as the date of fulfilling this requirement. The originals will be returned back to you after verification subject to complying the conditions of this appointment letter or one year whichever is later.
- 25 During the period of service disciplinary action leading to removal, dismissal, termination may be taken against you on any of the following grounds.  
a) Intentional breach of any of the terms of the appointment order b) Willful and/or persistent neglect of duty c) Physical or mental disability to discharge duties d) Insubordination, indiscipline or improper behavior e) Incompetence f) Misconduct.  
Disciplinary action shall be taken after holding due enquiry and giving adequate reasonable opportunity.
- 26 If you agree to the terms and conditions mentioned above, you are requested to countersign the duplicate copy of this letter as token of acceptance of the offer of appointment. You will have to join the duties on or before **21/02/2015**., failing which this offer of appointment stands annulled.

Principal

Encl. : Annexure -A

Copy to:-

1. The Secretary, NYSS, Nagpur  
w.r.to his Letter No.NYSS/2014-2015/1246 dated 18.02.2015
2. The Administrative Officer, .....
3. Accounts Section, .....
4. Establishment Section, ...
5. HOD--- ET

JOINING REPORT

To

The Principal

Y.C.C.E.  
Nagpur

Sub :- Joining Report

R/Sir,

With reference to your appointment letter No Y(CE/2014-15/3319) dated 20/02/15.

I am joining my duties as a Assistant Professor on 21/02/15 at 9.00

✓  
FN/AN.

Kindly accept my joining.

Desai  
Yours faithfully

Desai

Full Name : Sandip Ashok Desai

Designation: Assistant Professor

ET - Shift II

Date: 21/02/15

Place: Nagpur





Nagar Yuwak Shikshan Sanstha's

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E-mail : principal@ycce.edu, info@ycce.edu

Ref. No. :YCCE/2014-15/3317

Date: 20/02/2015

To,  
MR.VILAS ALAGDEVE  
Nagpur.

**Subject: Offer of Appointment for the post of Assistant Professor in B.E. ELECTRONICS ENGINEERING Department YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR .**

Dear Sir,

With reference to your application and subsequent interview held on 14/01/2015 by duly constituted committee of RTM Nagpur University, Nagpur, the competent authority is pleased to offer you full time appointment in **NT-B** category as per roster approved by RTM Nagpur University as **Assistant Professor in B.E. ELECTRONICS ENGINEERING Department at YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR** , in pay band of **Rs. 15600-39100** on basic pay of **Rs 15600/-** and academic grade pay of **Rs. 6000/-** plus allowances as approved by Sanstha from time to time with effect from the date of joining on the following terms and conditions.

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Received  
Alagdeve





Nagar Yuwak Shikshan Sanstha's

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Principal

Encl. : Annexure -A

Copy to:-

1. The Secretary, NYSS, Nagpur  
w.r.to his Letter No.NYSS/2014-2015/1246 dated 18.02.2015
2. The Administrative Officer, .....
3. Accounts Section, .....
4. Establishment Section, ...
5. HOD--- EE



JOINING REPORT

To

The Principal

YCCE, Nagpur

Sub :- Joining Report

R/Sir,

With reference to your appointment letter No YCCE/2014-15/3317 dated 20.02.2015

I am joining my duties as a Assistant Professor on 25/02/2015 at 9.00

FN/~~AN~~.

Kindly accept my joining.

Yours faithfully

*Alagde*

Full Name : Vilas D. Alagde

Designation: Assistant Professor

Date: 25/02/2015

Place: Nagpur

