

2023-24

The Technological Institute of Textile & Sciences Bhiwani



Affiliated to Maharishi Dayanand University, Rohtak, Haryana

***2.4.1. Average percentage of full time teachers
against sanctioned posts during the last five
years.***

The Technological Institute of Textile & Sciences,
Birla Colony, Bhiwani – 127021(Haryana)

Phone: +91 1664 242561(4 Lines)

Fax: +91 1664 243728

Website: <https://www.titsbhiwani.ac.in>



THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (f) & 12 (B),
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Criteria-2

NAAC 2022/ DVV/EP/2.4/2.4.1

Date: 24/11/2023

Criteria	Criteria 2 - Teaching- Learning and Evaluation
Key Indicator	2.4.1. Average percentage of full-time teachers against sanctioned posts during the last year
Finding In DVV	Please provide: <ol style="list-style-type: none">Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority.Appointment letter of full-time teachers for last year.
Response/ Clarification :	<ol style="list-style-type: none">Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority authenticated by the director are attached in Annexure-I.Appointment letters of full-time teachers for last year authenticated by the director are attached in Annexure-II.
Description	Response Relevant Link :
Sanction letters indicating number of posts Annexure-I , Appointment letter of full-time teachers Annexure-II	https://titsbhiwani.ac.in/aqar/2024/dvv/2.4.1.pdf

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THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


Director
Director
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI
The Technological Institute of Textile & Sciences



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Ref: DVV Clarification for Metric level: 2.4.1

Sub: Response to DVV Clarification for Metric level: 2.4.1

Average percentage of full-time teachers against sanctioned posts during the last year

1. Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority authenticated by the director is attached in **Annexure-I**.
2. Appointment letters of full-time teachers for last year authenticated by the director are attached in **Annexure-II**.


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DIRECTOR
Director
The Technological Institute of Textile & Sciences
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Appendix – I




THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (f) & 12 (B)
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Year Wise student to teacher ratio specified by AICTE,
Sanctioned Posts, Filled Post, Number of Student enrolled in
UG, and PG and Student teacher Ratio maintained at institute

Year	STR Required By AICTE	Sanctioned Posts	Filled Post	Number Of Student Enrolled in UG And PG	Student Teacher Ratio Maintained at Institute
2023-24	1:20	76	46	1080	1:20


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7.2 Under Graduate Degree Programme

Programme	Faculty: Student based on Approved Intake	Principal/Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
Engineering and Technology	1:20	1	$\frac{S}{20 \times R} - 1$	$\frac{S}{20 \times R} \times 2$	$\frac{S}{20 \times R} \times 6$	$\frac{S}{20}$

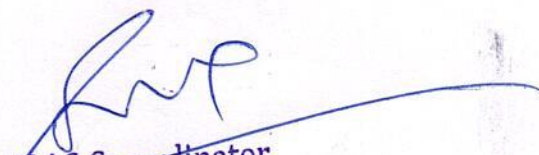
S - Sum of the number of students as per "Approved Intake" for all years, R = (1+2+6)=9

7.3 Post Graduate Degree Programme

Programme	Faculty: Student based on Approved Intake	Principal/Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
*Engineering and Technology	1:15		$\frac{S}{15 \times R}$	$\frac{S}{15 \times R}$	$\frac{S}{15 \times R}$	$\frac{S}{15}$

S - Sum of the number of students as per "Approved Intake" for all years In case of non-availability of qualified Professor, an Associate Professor may be considered.

*R = (1+1+1); #R = (1+2+6)


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APPENDIX-II



THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (f) & 12 (B)
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

S.No	Name of the faculty	PAN	Designation	Date of Joining	Type of Appointment	Branch
1	Dr. MONIKA SHARMA	BCAPS0207C	ASST PROFESSOR	01-09-2005	Full Time	COMPUTER ENGINEERING
2	Dr. MUKESH KUMAR	AOCKP2218J	ASSOCIATE PROFESSOR	09-08-2004	Full Time	COMPUTER ENGINEERING
3	Dr. JYOTI CHAUDHARY	AGBPC1835 E	ASST PROFESSOR	02-09-2005	Full Time	COMPUTER ENGINEERING
4	Dr. NIDHI SHARMA	CCVPS1574E	ASST PROFESSOR	18-07-2009	Full Time	COMPUTER ENGINEERING
5	Dr. ANIL KUMAR	BGYPK6583 M	ASST PROFESSOR	18-07-2009	Full Time	COMPUTER ENGINEERING
6	Dr. AKHIL KAUSHIK	AOZPK3689 Q	ASST PROFESSOR	23-07-2009	Full Time	COMPUTER ENGINEERING
7	Dr. MUKTA GOEL	AJHPG9744R	ASST PROFESSOR	25-05-2006	Full Time	COMPUTER ENGINEERING
8	Dr. SATVIKA	BFVPS6037 Q	ASST PROFESSOR	23-05-2006	Full Time	COMPUTER ENGINEERING
9	Mrs. MEENAKSHI	AYSPM5194 R	ASST PROFESSOR	18-07-2009	Full Time	COMPUTER ENGINEERING
10	Mrs. ARCHANA SINGH PARMAR	ARJPP2208D	ASST PROFESSOR	06-06-2012	Full Time	COMPUTER ENGINEERING
11	Mr. AJIT SINGH	EGDPS6003 Q	ASST PROFESSOR	26-08-2013	Full Time	COMPUTER ENGINEERING
12	Mrs. PRITI	CQSPP4057J	ASST PROFESSOR	06-04-2023	Full Time	COMPUTER SCIENCE & ENGINEERING
13	Mr. KAMAL SARDANA	ASLPS0798Q	ASST PROFESSOR	01-08-2005	Full Time	ELECTRONICS & COMMUNICATION ENGG
14	Dr. RAJEEV SHARMA	BCJPS1254E	ASST PROFESSOR	03-09-2005	Full Time	ELECTRONICS & COMMUNICATION ENGG
15	Dr. ROHIT GOEL	AJHPG9743J	ASST PROFESSOR	02-12-2005	Full Time	ELECTRONICS & COMMUNICATION ENGG
16	Dr. RITU YADAV	ABRPY5100 D	ASST PROFESSOR	23-05-2006	Full Time	ELECTRONICS & COMMUNICATION ENGG

(Signature)
IQAC Co-ordinator,
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17	Dr. SATISH KHATAK	AIUPK7661D	ASST PROFESSOR	26-05-2006	Full Time	ELECTRONICS & COMMUNICATION ENGG
18	Dr. YAMINI DHIR	AHJPJ3367P	ASST PROFESSOR	24-05-2006	Full Time	FASHION AND APPAREAL ENGINEERING
19	Dr. AMANDEEP KAUR	ALSPK9733H	ASSOCIATE PROFESSOR	04-08-2003	Full Time	FASHION AND APPAREAL ENGINEERING
20	Dr. ASHISH BHARDWAJ	AZRPB0966C	ASST PROFESSOR	20-04-2012	Full Time	FASHION AND APPAREAL ENGINEERING
21	Dr. NAGENDER SINGH	ETVPS8547A	ASST PROFESSOR	09-04-2021	Full Time	FASHION AND APPAREAL ENGINEERING
22	Ms. LIMA PATTANAIK	BADPP2465 G	ASST PROFESSOR	05-01-2017	Full Time	FIRST YEAR/OTHER
23	Dr. JASMEET KAUR GHUMAN	AUAPG2717 N	ASST PROFESSOR	25-04-2018	Full Time	FIRST YEAR/OTHER
24	Dr. MANOJ KUMAR NANDA	AGEPN1073 A	ASST PROFESSOR	28-07-2009	Full Time	FIRST YEAR/OTHER
25	Dr. AMIT MANOCHA	ALXPM4554 H	ASST PROFESSOR	22-07-2005	Full Time	FIRST YEAR/OTHER
26	Dr. ANIL KUMAR	BBZPS5171H	ASST PROFESSOR	22-07-2005	Full Time	FIRST YEAR/OTHER
27	Dr. SANCHITA	DWSPS0341 K	ASST PROFESSOR	08-08-2022	Full Time	FIRST YEAR/OTHER
28	Dr. ANU	AHFPA8379 Q	ASST PROFESSOR	21-07-2005	Full Time	FIRST YEAR/OTHER
29	Ms. KARUNA	COOPK6592 M	ASST PROFESSOR	12-09-2022	Full Time	FIRST YEAR/OTHER
30	Dr. ANKITA GUPTA	BAYPG2769 R	ASST PROFESSOR	04-09-2022	Full Time	MASTERS IN BUSINESS ADMINISTRATION
31	Ms. ANJU	DQGPA5261 L	ASST PROFESSOR	01-10-2022	Full Time	MASTERS IN BUSINESS ADMINISTRATION
32	Ms. SAKSHI	CHFPS5144 M	ASST PROFESSOR	01-04-2023	Full Time	MASTERS IN BUSINESS

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						ADMINISTRATIO N
33	Mr. MUKESH KUMAR KIRORIWAL	DSHPK9036 C	ASST PROFESSOR	16-08-2017	Full Time	MECHANICAL ENGINEERING
34	Dr. PREM SAGAR	CSLPS0446P	ASST PROFESSOR	16-07-2016	Full Time	MECHANICAL ENGINEERING
35	Dr. VIKAS	AGVPV9957 A	ASST PROFESSOR	04-01-2021	Full Time	MECHANICAL ENGINEERING
36	Dr. SUNIL	CARPS8553 H	ASST PROFESSOR	21-10-2022	Full Time	MECHANICAL ENGINEERING
37	Mr. HARI KRISHAN GUPTA	ARGPG8860 M	ASST PROFESSOR	16-07-2018	Full Time	TEXTILE CHEMISTRY
38	Ms. NEHA	BSUPN0805 M	ASST PROFESSOR	09-07-2018	Full Time	TEXTILE CHEMISTRY
39	Dr. AMIT MADHU	BFGPM9083 R	ASST PROFESSOR	09-01-2014	Full Time	TEXTILE CHEMISTRY
40	Mr. SUDARSHAN KUMAR MALIK	AFAPM9921 P	ASST PROFESSOR	01-02-2000	Full Time	TEXTILE CHEMISTRY
41	Ms. RITU SHARMA	FQQPS2269 A	ASST PROFESSOR	10-01-2019	Full Time	TEXTILE TECHNOLOGY
42	Dr. SUMAN BHATTACHARY YA	ACYPB6465E	ASST PROFESSOR	10-11-2005	Full Time	TEXTILE TECHNOLOGY
43	Dr. ASHVANI GOYAL	AGGPG3680 C	ASSOCIATE PROFESSOR	01-10-2002	Full Time	TEXTILE TECHNOLOGY
44	Dr. AMAL CHOWDHURY	AFPPC0144P	ASST PROFESSOR	27-05-2006	Full Time	TEXTILE TECHNOLOGY
45	Dr. AJIT KUMAR PATTANAYAK	ANCPP5772 D	ASST PROFESSOR	04-08-2011	Full Time	TEXTILE TECHNOLOGY
46	Ms. ANJU BHARDWAJ	CKYPB5659J	ASST PROFESSOR	23-01-2023	Full Time	TEXTILE TECHNOLOGY

[Signature]
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[Signature]
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APPENDIX-III

From 2.2.2 (Appendix-II)

THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

BIRLA COLONY
BHIWANI – 127021 – HARYANA (INDIA)

Prof. (Dr)-Ing G K Tyagi
Ph.D (Tech), M.Tech, FTA(I)
MBA, B.Text (Tech), B.Sc
Director

September 30, 2023
Ref : P/Form/23/2017

Ms Sakshi,
H. No. 790, Sector -23,
Bhiwani – 127 021

Dear Ms Sakshi,

This has reference to your application and subsequent interview with the Undersigned. You are hereby appointed as Assistant Professor (Management) in this Institute on 'Contractual' basis on the following terms and conditions:-

1. Your appointment will be on 'Contractual' basis upto 31st May, 2024.
2. You will be paid a consolidated salary of Rs 21,600/- (Basic Pay 15600/- + AGP Rs 6000/-) in the Pay Scale of Rs. 15600-39100 plus AGP of Rs 6000/-.
3. This agreement can be terminated from either side by giving one month's notice in writing.
4. Your appointment and continuance in the employment of this Institute will be subject to your being found medically fit and the Managing Committee/Director of the Institute shall have the right to get you examined or re-examined as and when required by the Institute's physician/doctor or any other registered medical practitioner, whose findings will be final and binding upon you.
5. Your appointment will be effective from 3rd October, 2023 or from the date of your actual joining.
6. You will have to reside at Bhiwani, i.e the head-quarter of the Institute and you will have to arrange your own accommodation in the city.
7. You will devote your whole time and attention to the interest of the Institute and will not engage yourself in any other work whether paid or in honorary capacity.
8. Your appointment is being made on the basis of your particulars, such as qualifications etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
9. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you at the given address shall be deemed to have been served upon you.
10. In case there is any change in your residential address, you will intimate the same in writing to the Administration Department within three days from the date of such change and get such change of address recorded.

[Signature]
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[Signature]
Director
The Technological Institute of Textile & Sciences
Contd.....2/P.

11. You will not, at any time, during the employment or after, without the consent of the Directors disclose or divulge or make public, except on legal obligations, any information regarding the Institute's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.
12. Upon termination of employment, you will immediately hand over to the Institute all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Institute or relating to its business and shall not retain or make copies of these items. Upon termination of employment, you will also return all Institute property, which may be in your possession.
13. You will have to abide by the TITS Service & Conduct Rules as well as other rules and regulations of the Institute those are in force or may be enforced from time to time.
14. This contract will come to an end in a force majeure event without any notice

Please return the enclosed duplicate copy of this letter, duly signed by you, in token of your acceptance of this offer of appointment on the aforesaid terms and conditions.


Sd/-


DIRECTOR

cc: Copy forwarded for information and necessary action to:-

1. HA/Time Office
2. College-Estt. Section
3. Personal File


DIRECTOR


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Prof. (Dr)-Ing G K Tyagi
Ph.D (Tech), M.Tech, FTA(I)
MBA, B.Text (Tech), B.Sc
Director

November 9, 2023
Ref : P/Form/23/2254

Shri Ritesh Rawat,
S/o Shri P.N. Singh Rawat,
Plot No. 43, Street No. 4,
Vanshi Vihar,
Prabipti Nagar, Borsi,
Durg 491 001 (CG)

Dear Shri Ritesh,

Sub: Appointment as Assistant Professor (Electrical Engineering)

We are pleased to offer you an appointment with The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana for the above position with effect from 20.11.2023 on the following terms and conditions:

I. EMOLUMENTS

You will be paid a starting basic pay of Rs. 15,600/- p.m. in the Pay Scale of Rs 15600-39100 plus AGP of Rs 6000/- and allowance as prescribed by the College Managing Committee from time to time. You will be governed by the rules and regulations of The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana ("Institute"), as applicable, enforced, varied, amended or altered from time to time during your employment.

II. PROBATION AND CONFIRMATION

You will be on probation for a period of 2 years from the date of your joining. On expiry of the probationary period, it is open for the Institute/Society, either to confirm your services or extend your probationary period.

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You shall be issued a formal letter of confirmation on satisfactory completion of probationary period or the extended period of probation, as the case may be. You will be deemed to be on probation until so confirmed in writing.

Your appointment is subject to confirmation by the Managing Committee of the Institute and subject to approval by the affiliating University.

During the probationary period, or the extended probationary period, your services may be terminated by the Institute without assigning any reason, without any notice or salary in lieu thereof.

Should you decide to leave the services of the Institute during the Probationary period, you are required to serve a notice period of 1 month or payment in lieu of notice.

You shall superannuate/retire from the services, subject to compliance of the terms of your employment, on attaining the age of 60 years. The date of birth, as stated in official documents and as accepted by the Institute/ Society, shall be taken conclusively of the same. On attaining the age of 60, your employment with the Institute/ Society shall cease automatically and you shall not be entitled to any benefits from the Institute/Society.

The Institute/ Society has the right and authority to reduce the age of superannuation at any time and that the same would be binding on you. The Institute/Society shall have the right to enforce voluntary retirement of yours, at any time, without any objection or cause.

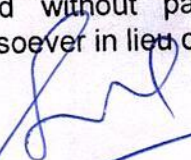
III. NOTICE PERIOD


Following the successful completion of the Probationary period and receipt of confirmation in writing, your employment will be confirmed, by the Institute/ Society.

Post confirmation, either party may terminate by giving three (3) months' notice without assigning any reason in writing.

During this notice period, you are not permitted to contra off any type of leave in lieu of such notice period. You are required to servè full notice period and fulfil your professional duties / obligations for the entire duration of the notice period.

The Institute/ Society reserves the right, if circumstances so necessitate, to relieve you on a date prior to the date of expiry of the stipulated notice period without paying you salary, allowances or any entitlements whatsoever in lieu of the unexpired portion of the notice period.


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IV. TERMINATION

The Institute/ Society shall have the right to terminate your services, at its discretion, without any notice or payment in lieu thereof on the following amongst other circumstances / event taking place:

- i. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this contract or fail to comply with the Institute's policies and code of conduct; or
- ii. You are found guilty of any misdemeanour whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent and illegal acts, accused of heinous crime, etc.) or commit any act which in the opinion of Institute is likely to bring the Institute/ Society any disrepute whether or not such act is directly related to the affairs of the Institute/ Society; or
- iii. You commit any breach of any of your duties or obligations under this contract or as outlined in the policies of the Institute; or
- iv. You are found at any time misusing the Institute/ Society information/ documents/policies/properties, in any manner not warranted as an employee of the Institute, with any person, not required to be made known; or
- v. There is any discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you or as obtained by the Institute/ Society; and
- vi. In case you absent yourself from duty for 7 days without prior approval of Institute/ Society, you shall be deemed to have abandoned your services. Such abandonment of employment shall be deemed as cessation of our relationship, whereby the Institute/ Society shall be under no liability here under or otherwise to pay any salary, allowances or any entitlements.

Notwithstanding the above, if there arises any unprecedented event or circumstances, which in the opinion of the Institute/ Society warrants the Institute/ to take any action including sending you on compulsory leave without salary and any benefits or terminating your services forthwith without any salary and any benefits, the Institute/ Society shall be entitled to take such actions and/or decisions.

Further, the Institute/ Society shall have the right and entitlement to suspend your services or your wages, if the situation so arise, as

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warranted by the Institute/ Society. If the circumstances warrant and the Institute/ Society feels that the wages/emoluments entitled to you, require to be reduced or decreased, the Institute/ Society shall be entitled to do so.

V. DOCUMENTATION

Your continuation in service will also be subject to satisfactory verification of your credentials/testimonials etc.

You have reviewed the Policies of Institute and made yourself agreeable to the Code of Conduct of Institute.

The Institute/ Society has the right and entitlement to amend and alter the Policy and Code of Conduct, as applicable and the amended/alterd Policy and Code of Conduct shall be binding upon you.

VI. CONFIDENTIALITY

You understand that retaining the confidential nature of information is of utmost importance to the conduct of affairs of the Institute/ Society. The confidential information made available to you during your employment may include valuable trade secrets and business practices and teaching modules belonging to Institute/ Society.

You must hold all confidential information in strictest confidence, and not share or disclose it to any third parties or use it except in routine course of performance of your duties at the Institute. Any authorised copying or replication of the same, would amount to fundamental breach of the terms of the employment.

You must return all confidential information, including any copies, summaries or compilations of any confidential information, to the Institute/ Society upon the termination of your employment. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination, including seeking damages against you. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

VII. CONFLICT OF INTEREST

You are expected to carry out your duties and responsibilities diligently and shall at all times safeguard the interest of the Institute/ Society regards conflict of interest as a severe act of indiscipline, which may lead to dismissal of your service.

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During employment with Institute, you are required to devote yourself exclusively to the services of Institute and shall not engage in any other business or occupation without prior written consent of your direct report.

VIII. LEAVE

You will be entitled to Annual Leave and Public Holidays. The Institute/ Society has the sole right to determine the number of Annual Leave and which of the Public holidays to be declared as holiday. Should the work exigency require you to work during these days, you would be mandated to work.

The rules and regulations governing the terms of these leaves provisions will be based on the Institute/ Society policy which aligns to applicable statutory provisions, which may be amended from time to time by the Institute/ Society on behalf of the statutory body and the Institute/ Society.

The Institute/ Society shall have the right and entitlement to curtail and restrict the leave and the entitlement to the leaves, when the situation so warrant.


You will be eligible to exercise your annual leave only after successful completion of your probation period. In case you avail leave without information, it will be deemed repudiation of the employment contract by you. The Institute/ Society, at its sole discretion, reserves the right to terminate your employment in that event.

Director, or his duly authorised officer of the Institute/ Society must approve all leaves in advance prior to your proceeding with the vacation leaves.

IX. INSTITUTE POLICIES

During your employment, you will be bound by the Institute's policies and procedures, rules and regulations, Code of Conduct, which may be framed and enforced from time to time, or as laid by the management of the Institute/ Society.

Institute/ Society reserves the right to amend or delete or augment these at its sole discretion without any notice thereof. You are expected to observe and to comply with all existing rules and regulations which are deemed to be the terms and conditions governing your employment and with all the future rules and regulations, policies and procedures which may be laid down by the management of the Institute/ Society from time to time.


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X. MEDICAL FITNESS

Your appointment and its continuation is subject to your being medically fit. The Institute/ Society reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Institute/ Society and in the event, the Institute/ Society determines your unfitness for the role, the Institute/ Society at its sole discretion, may terminate your services.

XI. JOB RESPONSIBILITY

A copy of your Job Description will be given to you on your joining duty and you will perform your assigned duties as per the position guideline detailed by the management of the Institute/ Society. Any violation or breach by you may warrant the Institute/ Society to take strict actions against you, including terminating your services with the Institute/ Society.

You agree that at the sole discretion of the Institute/ Society, you may be posted or transferred to work in any of the establishment, departments, offices or works of the Institute/ Society, Society, association or organization whatsoever with which the Institute/ Society may have any official connection in India or outside India.

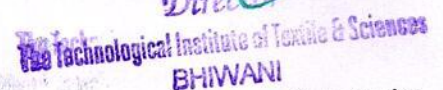
The Institute/ Society shall have the right to change the timing of your employment at any time.

The Institute/ Society shall have the right to assign you any job work for gains by the Institute/ Society.

Further,

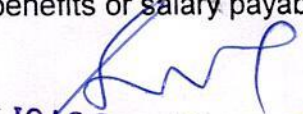
- (a) The Institute/ Society may require from you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and the you will be bound to carry out such functions.
- (b) Yours's individual remuneration is purely a matter between you and the Institute/ Society and has been arrived at based on your job, skills, specific background and professional merit. Accordingly, the salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- (c) You shall while serving the Institute/ Society shall work diligently and maintain professional decorum with other employees of the Institute/ Society.
- (d) You shall not (except in the normal course of the Institute/ Society business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Institute/ Society products or to


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any matter with which the Institute/ Society may be concerned, unless you have previously applied to and obtained the written permission from the Institute/ Society.

- (e) You will have to reside at Bhiwani, i.e the head-quarter of the Institute and you will have to arrange your own accommodation in the city.
- (f) You shall maintain and keep in safe custody such as Computer and related accessories, measuring instruments, safety equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
- (g) You shall inform the Institute/ Society of any changes in his/her personal data within 3 days of the occurrence of such change.
- (h) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered personally or sent by post at the address, as recorded in the Institute/ Society.
- (i) You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Institute/ Society /any of its personnel are not responsible for the same.
- (j) You shall upon separation/termination from the services of the Institute/ Society, return to the Institute/ Society all Institute/ Society property and proprietary information in his possession, affect a proper hand over of the charge of your work area, section or department as the case may be and settle all outstanding financial obligations with the Institute/ Society including, but not limited to, settlement of any salary, expenses, advances, loans etc. The Institute/ Society reserves the right to adjust any payment (excepting those barred under law / statute) due to the Institute/ Society from the final separation pay cheque.
- (k) You shall be subject to, Institute/ Society policies contained in the policy manual and other similar documents, as amended from time to time and you shall comply with these policies.
- (k) Should there arise any situations/circumstances or be brought to the attention of Institute/ Society, of your default or breach of any term of your employment, the Institute/ Society reserves the right to claim compensation/damages from you for such an act committed by you, including entitling the Institute/ Society to withhold any benefits or salary payable to you.


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textile & Sciences
BHIWANI

XII. REPORTING

You will report to the Director of the Institute or any other official assigned by the reporting authority.

XIII. TAXATION

You will be responsible for meeting all requirements under Indian tax laws, including tax compliance and filing of tax returns.

Institute/ Society may withhold from any compensation or benefits payable all central, state, city or other taxes as may be required pursuant to any law or governmental regulation or ruling.

This contract will come to an end in a force majeure event without any notice

XIV NON-DISCLOSURE AND NON-SOLICITATION

It is specifically agreed by you that you shall not join or accept employment with another Institute/ Society which has a business/trade similar to that of Institute/ Society for a period of 1 years from date of cessation of employment with the Institute/ Society, unless approved by the Institute/ Society, in writing.

You will have access to certain confidential or proprietary information pertaining to the Institute/ Society and its businesses, policies and trade secrets. You hereby covenant, agrees and undertakes not to use any Confidential Information for any purpose except as may be required to render the Services at Institute. You agree not to disclose any Confidential Information to any third parties either intentionally or unintentionally. Should any of these situations be brought to the attention of Institute/ Society, the Institute/ Society reserves the right to claim compensation/damages from the employee concerned for such an act committed by the employee.

ACCEPTANCE

The terms of this offer supersede any other agreements or promises, written or oral, made to you by anyone on behalf of the Institute/ Society and you acknowledge that you have not relied upon any other written or verbal discussions concerning employment with Institute/ Society.

The Institute/ Society reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation and policies at the sole discretion of the Institute/ Society. Changes are effective as of the date of their occurrence.


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THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textile & Sciences
BHIWANI

If you choose to accept our offer pursuant to the terms above, please sign this offer letter and Annexure and return both original, signed documents. Please keep copies of all signed documents for your own files.

We look forward to welcoming you as part of the Institute team. The opportunities for professional and personal growth at the Institute are great and we believe your contributions will greatly increase the likelihood of our organization's continued success.

Yours faithfully,

DIRECTOR

I have read and fully understood the terms and conditions of my employment. I hereby agree to accept the offer as Assistant Professor (Electrical Engineering) at Institute and shall abide the terms and conditions as stipulated above.

Accepted: _____

Date: _____

Name	Shri Ritesh Rawat
Designation	Assistant Professor (Electrical Engineering)
Date of Joining	20.11.2023

CC; College Estt. Section, HAVTime Office, Personal File


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIVANI


Director
The Technological Institute of Textile & Sciences
BHIVANI

THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

BIRLA COLONY
BHIWANI – 127021 – HARYANA (INDIA)

Prof. (Dr)-Ing G K Tyagi
Ph.D (Tech), M.Tech, FTA(I)
MBA, B.Text (Tech), B.Sc
Director

January 5, 2024

Ref : P/Form/24/2367-2369

Ms Astha,
61, Park Colony,
Bhiwani – 127 021

Dear Ms Astha,

This has reference to your application and subsequent interview with the Undersigned. You are hereby appointed as Assistant Professor (Textile Chemistry) in this Institute on 'Contractual' basis on the following terms and conditions:-

- 1 Your appointment will be on 'Contractual' basis upto 31st December, 2024.
- 2 You will be paid a consolidated salary of Rs 40,000/- (Basic Pay 15600/- + AGP AGP Rs 6000/- Plus Allowance Rs 18400/-) in the Pay Scale of Rs. 15600-39100 plus AGP of Rs 6000/-.
- 3 This agreement can be terminated from either side by giving one month's notice in writing.
- 4 Your appointment and continuance in the employment of this Institute will be subject to your being found medically fit and the Managing Committee/Director of the Institute shall have the right to get you examined or re-examined as and when required by the Institute's physician/doctor or any other registered medical practitioner, whose findings will be final and binding upon you.
- 5 You are required to join your duties within 10 days.
- 6 You will have to reside at Bhiwani, i.e the head-quarter of the Institute and you will have to arrange your own accommodation in the city.
- 7 You will devote your whole time and attention to the interest of the Institute and will not engage yourself in any other work whether paid or in honorary capacity.
- 8 Your appointment is being made on the basis of your particulars, such as qualifications etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- 9 Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you at the given address shall be deemed to have been served upon you.
- 10 In case there is any change in your residential address, you will intimate the same in writing to the Administration Department within three days from the date of such change and get such change of address recorded.

IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI

The Technological Institute of Textile & Sciences
BHIWANI

Contd.....2/P.

11. You will not, at any time, during the employment or after, without the consent of the Directors disclose or divulge or make public, except on legal obligations, any information regarding the Institute's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.
12. Upon termination of employment, you will immediately hand over to the Institute all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Institute or relating to its business and shall not retain or make copies of these items. Upon termination of employment, you will also return all Institute property, which may be in your possession.
13. You will have to abide by the TITS Service & Conduct Rules as well as other rules and regulations of the Institute those are in force or may be enforced from time to time.
14. This contract will come to an end in a force majeure event without any notice

Please return the enclosed duplicate copy of this letter, duly signed by you, in token of your acceptance of this offer of appointment on the aforesaid terms and conditions.

Sd/-
DIRECTOR

cc: Copy forwarded for information and necessary action to:-

1. HA/Time Office *R*
2. College Estt. Section *JS*
3. Personal File

[Signature]
DIRECTOR

[Signature]
Director
The Technological Institute of Textile & Sciences
BHIWANI

[Signature]
IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI

Recd
[Signature]
5/11/2024

THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (F) & 12 (B), NAAC B++
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Prof. (Dr)-Ing G K Tyagi
Ph.D (Tech), M.Tech, FTA(I)
MBA, B.Text (Tech), B.Sc
Director

October 20, 2023

Ref : P/Form/23/ 2221- 2223

Ms Deepanshi Aggarwal
D/O Sh. Raj Kumar
H No. 2815/35, Street No. 213,
Janta Colony, Rohtak-124001

Dear Ms Deepanshi,

Sub: Appointment as Assistant Professor (BBA)

We are pleased to offer you an appointment with The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana for the above position with effect from 02.11.2023 on the following terms and conditions:

I. EMOLUMENTS

You will be paid a starting basic pay of Rs. 15,600/- p.m. in the Pay Scale of Rs 15600-39100 plus AGP of Rs 6000/- and allowance as prescribed by the College Managing Committee from time to time. You will be governed by the rules and regulations of The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana ("**Institute**"), as applicable, enforced, varied, amended or altered from time to time during your employment.

II. PROBATION AND CONFIRMATION

You will be on probation for a period of 2 years from the date of your joining. On expiry of the probationary period, it is open for the Institute/Society, either to confirm your services or extend your probationary period.

IOAC Co-ordinator,
THE INSTITUTE
BHIWANI

Director
The Technological Institute of Textile & Sciences
BHIWANI

You shall be issued a formal letter of confirmation on satisfactory completion of probationary period or the extended period of probation, as the case may be. You will be deemed to be on probation until so confirmed in writing.

Your appointment is subject to confirmation by the Managing Committee of the Institute and subject to approval by the affiliating University.

During the probationary period, or the extended probationary period, your services may be terminated by the Institute without assigning any reason, without any notice or salary in lieu thereof.

Should you decide to leave the services of the Institute during the Probationary period, you are required to serve a notice period of 1 month or payment in lieu of notice.

You shall superannuate/retire from the services, subject to compliance of the terms of your employment, on attaining the age of 60 years. The date of birth, as stated in official documents and as accepted by the Institute/ Society, shall be taken conclusively of the same. On attaining the age of 60, your employment with the Institute/ Society shall cease automatically and you shall not be entitled to any benefits from the Institute/Society.

The Institute/ Society has the right and authority to reduce the age of superannuation at any time and that the same would be binding on you. The Institute/Society shall have the right to enforce voluntary retirement of yours, at any time, without any objection or cause.


III. NOTICE PERIOD


Following the successful completion of the Probationary period and receipt of confirmation in writing, your employment will be confirmed, by the Institute/ Society.

Post confirmation, either party may terminate by giving three (3) months' notice without assigning any reason in writing.

During this notice period, you are not permitted to contra off any type of leave in lieu of such notice period. You are required to serve full notice period and fulfil your professional duties / obligations for the entire duration of the notice period.

The Institute/ Society reserves the right, if circumstances so necessitate, to relieve you on a date prior to the date of expiry of the stipulated notice period without paying you salary, allowances or any entitlements whatsoever in lieu of the unexpired portion of the notice period.


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
& SCIENCES, BHIWANI


Director
The Technological Institute & Sciences
Bhiwani

IV. TERMINATION

The Institute/ Society shall have the right to terminate your services, at its discretion, without any notice or payment in lieu thereof on the following amongst other circumstances / event taking place:

- i. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this contract or fail to comply with the Institute's policies and code of conduct; or
- ii. You are found guilty of any misdemeanour whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent and illegal acts, accused of heinous crime, etc.) or commit any act which in the opinion of Institute is likely to bring the Institute/ Society any disrepute whether or not such act is directly related to the affairs of the Institute/ Society; or
- iii. You commit any breach of any of your duties or obligations under this contract or as outlined in the policies of the Institute; or
- iv. You are found at any time misusing the Institute/ Society information/ documents/policies/properties, in any manner not warranted as an employee of the Institute, with any person, not required to be made known; or
- v. There is any discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you or as obtained by the Institute/ Society; and
- vi. In case you absent yourself from duty for 7 days without prior approval of Institute/ Society, you shall be deemed to have abandoned your services. Such abandonment of employment shall be deemed as cessation of our relationship, whereby the Institute/ Society shall be under no liability here under or otherwise to pay any salary, allowances or any entitlements.

Notwithstanding the above, if there arises any unprecedented event or circumstances, which in the opinion of the Institute/ Society warrants the Institute/ to take any action including sending you on compulsory leave without salary and any benefits or terminating your services forthwith without any salary and any benefits, the Institute/ Society shall be entitled to take such actions and/or decisions.

Further, the Institute/ Society shall have the right and entitlement to suspend your services or your wages, if the situation so arise, as


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Director
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BHIWANI

warranted by the Institute/ Society. If the circumstances warrant and the Institute/ Society feels that the wages/emoluments entitled to you, require to be reduced or decreased, the Institute/ Society shall be entitled to do so.

V. DOCUMENTATION

Your continuation in service will also be subject to satisfactory verification of your credentials/testimonials etc.

You have reviewed the Policies of Institute and made yourself agreeable to the Code of Conduct of Institute.

The Institute/ Society has the right and entitlement to amend and alter the Policy and Code of Conduct, as applicable and the amended/altered Policy and Code of Conduct shall be binding upon you.

VI. CONFIDENTIALITY

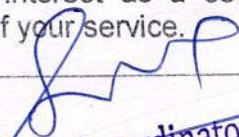
You understand that retaining the confidential nature of information is of utmost importance to the conduct of affairs of the Institute/ Society. The confidential information made available to you during your employment may include valuable trade secrets and business practices and teaching modules belonging to Institute/ Society.


You must hold all confidential information in strictest confidence, and not share or disclose it to any third parties or use it except in routine course of performance of your duties at the Institute. Any authorised copying or replication of the same, would amount to fundamental breach of the terms of the employment.

You must return all confidential information, including any copies, summaries or compilations of any confidential information, to the Institute/ Society upon the termination of your employment. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination, including seeking damages against you . Your obligations under this paragraph will continue in effect beyond the termination of your employment.

VII. CONFLICT OF INTEREST

You are expected to carry out your duties and responsibilities diligently and shall at all times safeguard the interest of the Institute/ Society regards conflict of interest as a severe act of indiscipline, which may lead to dismissal of your service.


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textiles & Sciences
BHIWANI

During employment with Institute, you are required to devote yourself exclusively to the services of Institute and shall not engage in any other business or occupation without prior written consent of your direct report.

VIII. LEAVE

You will be entitled to Annual Leave and Public Holidays. The Institute/ Society has the sole right to determine the number of Annual Leave and which of the Public holidays to be declared as holiday. Should the work exigency require you to work during these days, you would be mandated to work.

The rules and regulations governing the terms of these leaves provisions will be based on the Institute/ Society policy which aligns to applicable statutory provisions, which may be amended from time to time by the Institute/ Society on behalf of the statutory body and the Institute/ Society.

The Institute/ Society shall have the right and entitlement to curtail and restrict the leave and the entitlement to the leaves, when the situation so warrant.

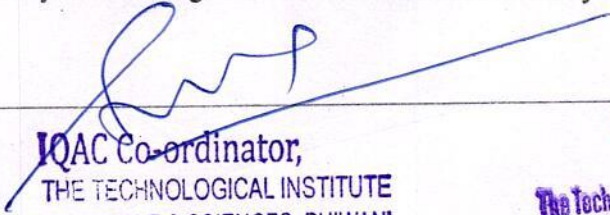
You will be eligible to exercise your annual leave only after successful completion of your probation period. In case you avail leave without information, it will be deemed repudiation of the employment contract by you. The Institute/ Society, at its sole discretion, reserves the right to terminate your employment in that event.


Director, of his duly authorised officer of the Institute/ Society must approve all leaves in advance prior to your proceeding with the vacation leaves.

IX. INSTITUTE POLICIES

During your employment, you will be bound by the Institute's policies and procedures, rules and regulations, Code of Conduct, which may be framed and enforced from time to time, or as laid by the management of the Institute/ Society.

Institute/ Society reserves the right to amend or delete or augment these at its sole discretion without any notice thereof. You are expected to observe and to comply with all existing rules and regulations which are deemed to be the terms and conditions governing your employment and with all the future rules and regulations, policies and procedures which may be laid down by the management of the Institute/ Society from time to time.


IQAC Co-ordinator,
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Director
The Technological Institute of Textile & Sciences
BHIWANI Page 5 of 9

X. MEDICAL FITNESS

Your appointment and its continuation is subject to your being medically fit. The Institute/ Society reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Institute/ Society and in the event, the Institute/ Society determines your unfitness for the role, the Institute/ Society at its sole discretion, may terminate your services.

XI. JOB RESPONSIBILITY

A copy of your Job Description will be given to you on your joining duty and you will perform your assigned duties as per the position guideline detailed by the management of the Institute/ Society. Any violation or breach by you may warrant the Institute/ Society to take strict actions against you, including terminating your services with the Institute/ Society.

You agree that at the sole discretion of the Institute/ Society, you may be posted or transferred to work in any of the establishment, departments, offices or works of the Institute/ Society, Society, association or organization whatsoever with which the Institute/ Society may have any official connection in India or outside India.

The Institute/ Society shall have the right to change the timing of your employment at any time.

The Institute/ Society shall have the right to assign you any job work for gains by the Institute/ Society.

Further,

- (a) The Institute/ Society may require from you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and the you will be bound to carry out such functions.
- (b) Yours's individual remuneration is purely a matter between you and the Institute/ Society and has been arrived at based on your job, skills, specific background and professional merit. Accordingly, the salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- (c) You shall while serving the Institute/ Society shall work diligently and maintain professional decorum with other employees of the Institute/ Society.
- (d) You shall not (except in the normal course of the Institute/ Society business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Institute/ Society products or to

IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
EXTILE & SCIENCES, BHIWANI

Director
The Technological Institute of Textile & Sciences
BHIWANI Page 6 of 9

any matter with which the Institute/ Society may be concerned, unless you have previously applied to and obtained the written permission from the Institute/ Society.

- (e) You will have to reside at Bhiwani, i.e the head-quarter of the Institute and you will have to arrange your own accommodation in the city.
- (f) You shall maintain and keep in safe custody such as Computer and related accessories, measuring instruments, safety equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
- (g) You shall inform the Institute/ Society of any changes in his/her personal data within 3 days of the occurrence of such change.
- (h) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered personally or sent by post at the address, as recorded in the Institute/ Society.
- (i) You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Institute/ Society /any of its personnel are not responsible for the same.
- (j) You shall upon separation/termination from the services of the Institute/ Society, return to the Institute/ Society all Institute/ Society property and proprietary information in his possession, affect a proper hand over of the charge of your work area, section or department as the case may be and settle all outstanding financial obligations with the Institute/ Society including, but not limited to, settlement of any salary, expenses, advances, loans etc. The Institute/ Society reserves the right to adjust any payment (excepting those barred under law / statute) due to the Institute/ Society from the final separation pay cheque.
- (k) You shall be subject to, Institute/ Society policies contained in the policy manual and other similar documents, as amended from time to time and you shall comply with these policies.
- (k) Should there arise any situations/circumstances or be brought to the attention of Institute/ Society, of your default or breach of any term of your employment, the Institute/ Society reserves the right to claim compensation/damages from you for such an act committed by you, including entitling the Institute/ Society to withhold any benefits or salary payable to you.


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THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textile & Sciences
BHIWANI

XII. REPORTING

You will report to the Director of the Institute or any other official assigned by the reporting authority.

XIII. TAXATION

You will be responsible for meeting all requirements under Indian tax laws, including tax compliance and filing of tax returns.

Institute/ Society may withhold from any compensation or benefits payable all central, state, city or other taxes as may be required pursuant to any law or governmental regulation or ruling.

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You will have access to certain confidential or proprietary information pertaining to the Institute/ Society and its businesses, policies and trade secrets. You hereby covenant, agrees and undertakes not to use any Confidential Information for any purpose except as may be required to render the Services at Institute. You agree not to disclose any Confidential Information to any third parties either intentionally or unintentionally. Should any of these situations be brought to the attention of Institute/ Society, the Institute/ Society reserves the right to claim compensation/damages from the employee concerned for such an act committed by the employee.

ACCEPTANCE

The terms of this offer supersede any other agreements or promises, written or oral, made to you by anyone on behalf of the Institute/ Society and you acknowledge that you have not relied upon any other written or verbal discussions concerning employment with Institute/ Society.

The Institute/ Society reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation and policies at the sole discretion of the Institute/ Society. Changes are effective as of the date of their occurrence.


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textile & Sciences
BHIWANI

If you choose to accept our offer pursuant to the terms above, please sign this offer letter and Annexure and return both original, signed documents. Please keep copies of all signed documents for your own files.

We look forward to welcoming you as part of the Institute team. The opportunities for professional and personal growth at the Institute are great and we believe your contributions will greatly increase the likelihood of our organization's continued success.

Yours faithfully,

~~DIRECTOR~~

I have read and fully understood the terms and conditions of my employment. I hereby agree to accept the offer as Assistant Professor (BBA) at Institute and shall abide the terms and conditions as stipulated above.

Accepted: YES *Deepanshi*

Date: 20th Oct 2023

Name	Deepanshi Aggarwal
Designation	Assistant Professor (BBA)
Date of Joining	02.11.2023

CC; College Estt. Section, HA/Time Office, Personal File

IQAC
IQAC co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI

Director
The Technological Institute of Textile & Sciences
BHIWANI

THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (F) & 12 (B), NAAC B++
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Prof. (Dr)-Ing G K Tyagi,
Ph.D (Tech), M.Tech, FTA(I)
MBA, B.Text (Tech), B.Sc
Director

October 20, 2023

Ref : P/Form/23/2212-2214

Ms Anjali Banga,
H.No. 2472,
Sec-14,
Hisar 125 001

Ms Anjali,

Sub: Appointment as Assistant Professor (Computer Engg.)

We are pleased to offer you an appointment with The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana for the above position with effect from 02.11.2023 on the following terms and conditions:

I. EMOLUMENTS

You will be paid a starting basic pay of Rs. 15,600/- p.m. in the Pay Scale of Rs 15600-39100 plus AGP of Rs 6000/- and allowance as prescribed by the College Managing Committee from time to time. You will be governed by the rules and regulations of The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana ("**Institute**"), as applicable, enforced, varied, amended or altered from time to time during your employment.

II. PROBATION AND CONFIRMATION

You will be on probation for a period of 2 years from the date of your joining. On expiry of the probationary period, it is open for the Institute/Society, either to confirm your services or extend your probationary period.

IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI

Director
The Technological Institute of Textile & Sciences
BHIWANI

You shall be issued a formal letter of confirmation on satisfactory completion of probationary period or the extended period of probation, as the case may be. You will be deemed to be on probation until so confirmed in writing.

Your appointment is subject to confirmation by the Managing Committee of the Institute and subject to approval by the affiliating University.

During the probationary period, or the extended probationary period, your services may be terminated by the Institute without assigning any reason, without any notice or salary in lieu thereof.

Should you decide to leave the services of the Institute during the Probationary period, you are required to serve a notice period of 1 month or payment in lieu of notice.

You shall superannuate/retire from the services, subject to compliance of the terms of your employment, on attaining the age of 60 years. The date of birth, as stated in official documents and as accepted by the Institute/ Society, shall be taken conclusively of the same. On attaining the age of 60, your employment with the Institute/ Society shall cease automatically and you shall not be entitled to any benefits from the Institute/Society.

The Institute/ Society has the right and authority to reduce the age of superannuation at any time and that the same would be binding on you. The Institute/Society shall have the right to enforce voluntary retirement of yours, at any time, without any objection or cause.

III. NOTICE PERIOD

Following the successful completion of the Probationary period and receipt of confirmation in writing, your employment will be confirmed, by the Institute/ Society.

Post confirmation, either party may terminate by giving three (3) months' notice without assigning any reason in writing.

During this notice period, you are not permitted to contra off any type of leave in lieu of such notice period. You are required to serve full notice period and fulfil your professional duties / obligations for the entire duration of the notice period.

The Institute/ Society reserves the right, if circumstances so necessitate, to relieve you on a date prior to the date of expiry of the stipulated notice period without paying you salary, allowances or any entitlements whatsoever in lieu of the unexpired portion of the notice period.


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textile & Sciences
BHIWANI

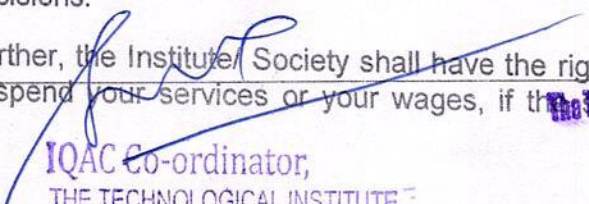
IV. TERMINATION

The Institute/ Society shall have the right to terminate your services, at its discretion, without any notice or payment in lieu thereof on the following amongst other circumstances / event taking place:

- i. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this contract or fail to comply with the Institute's policies and code of conduct; or
- ii. You are found guilty of any misdemeanour whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent and illegal acts, accused of heinous crime, etc.) or commit any act which in the opinion of Institute is likely to bring the Institute/ Society any disrepute whether or not such act is directly related to the affairs of the Institute/ Society; or
- iii. You commit any breach of any of your duties or obligations under this contract or as outlined in the policies of the Institute; or
- iv. You are found at any time misusing the Institute/ Society information/ documents/policies/properties, in any manner not warranted as an employee of the Institute, with any person, not required to be made known; or
- v. There is any discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you or as obtained by the Institute/ Society; and
- vi. In case you absent yourself from duty for 7 days without prior approval of Institute/ Society, you shall be deemed to have abandoned your services. Such abandonment of employment shall be deemed as cessation of our relationship, whereby the Institute/ Society shall be under no liability here under or otherwise to pay any salary, allowances or any entitlements.

Notwithstanding the above, if there arises any unprecedented event or circumstances, which in the opinion of the Institute/ Society warrants the Institute/ to take any action including sending you on compulsory leave without salary and any benefits or terminating your services forthwith without any salary and any benefits, the Institute/ Society shall be entitled to take such actions and/or decisions.

Further, the Institute/ Society shall have the right and entitlement to suspend your services or your wages, if the following circumstances so arise, as


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textile & Sciences
BHIWANI

warranted by the Institute/ Society. If the circumstances warrant and the Institute/ Society feels that the wages/emoluments entitled to you, require to be reduced or decreased, the Institute/ Society shall be entitled to do so.

V. DOCUMENTATION

Your continuation in service will also be subject to satisfactory verification of your credentials/testimonials etc.

You have reviewed the Policies of Institute and made yourself agreeable to the Code of Conduct of Institute.

The Institute/ Society has the right and entitlement to amend and alter the Policy and Code of Conduct, as applicable and the amended/altered Policy and Code of Conduct shall be binding upon you.

VI. CONFIDENTIALITY

You understand that retaining the confidential nature of information is of utmost importance to the conduct of affairs of the Institute/ Society. The confidential information made available to you during your employment may include valuable trade secrets and business practices and teaching modules belonging to Institute/ Society.

You must hold all confidential information in strictest confidence, and not share or disclose it to any third parties or use it except in routine course of performance of your duties at the Institute. Any authorised copying or replication of the same, would amount to fundamental breach of the terms of the employment.

You must return all confidential information, including any copies, summaries or compilations of any confidential information, to the Institute/ Society upon the termination of your employment. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination, including seeking damages against you. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

VII. CONFLICT OF INTEREST

You are expected to carry out your duties and responsibilities diligently and shall at all times safeguard the interest of the Institute/ Society regards conflict of interest as a severe act of indiscipline, which may lead to dismissal of your service.

[Signature]
IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
(FILE & SCIENCES, BHIWANI)

[Signature]
Director
The Technological Institute of Textile & Sciences
BHIWANI

During employment with Institute, you are required to devote yourself exclusively to the services of Institute and shall not engage in any other business or occupation without prior written consent of your direct report.

VIII. LEAVE

You will be entitled to Annual Leave and Public Holidays. The Institute/ Society has the sole right to determine the number of Annual Leave and which of the Public holidays to be declared as holiday. Should the work exigency require you to work during these days, you would be mandated to work.

The rules and regulations governing the terms of these leaves provisions will be based on the Institute/ Society policy which aligns to applicable statutory provisions, which may be amended from time to time by the Institute/ Society on behalf of the statutory body and the Institute/ Society.

The Institute/ Society shall have the right and entitlement to curtail and restrict the leave and the entitlement to the leaves, when the situation so warrant.

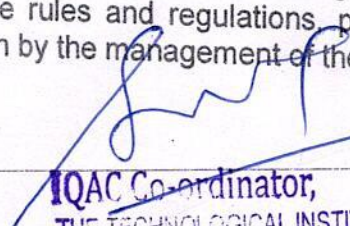
You will be eligible to exercise your annual leave only after successful completion of your probation period. In case you avail leave without information, it will be deemed repudiation of the employment contract by you. The Institute/ Society, at its sole discretion, reserves the right to terminate your employment in that event.

Director, of his duly authorised officer of the Institute/ Society must approve all leaves in advance prior to your proceeding with the vacation leaves.

IX. INSTITUTE POLICIES

During your employment, you will be bound by the Institute's policies and procedures, rules and regulations, Code of Conduct, which may be framed and enforced from time to time, or as laid by the management of the Institute/ Society.

Institute/ Society reserves the right to amend or delete or augment these at its sole discretion without any notice thereof. You are expected to observe and to comply with all existing rules and regulations which are deemed to be the terms and conditions governing your employment and with all the future rules and regulations, policies and procedures which may be laid down by the management of the Institute/ Society from time to time.


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textile & Sciences
BHIWANI

X. MEDICAL FITNESS

Your appointment and its continuation is subject to your being medically fit. The Institute/ Society reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Institute/ Society and in the event, the Institute/ Society determines your unfitness for the role, the Institute/ Society at its sole discretion, may terminate your services.

XI. JOB RESPONSIBILITY

A copy of your Job Description will be given to you on your joining duty and you will perform your assigned duties as per the position guideline detailed by the management of the Institute/ Society. Any violation or breach by you may warrant the Institute/ Society to take strict actions against you, including terminating your services with the Institute/ Society.

You agree that at the sole discretion of the Institute/ Society, you may be posted or transferred to work in any of the establishment, departments, offices or works of the Institute/ Society, Society, association or organization whatsoever with which the Institute/ Society may have any official connection in India or outside India.

The Institute/ Society shall have the right to change the timing of your employment at any time.

The Institute/ Society shall have the right to assign you any job work for gains by the Institute/ Society.

Further,

- (a) The Institute/ Society may require from you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and the you will be bound to carry out such functions.
- (b) Yours's individual remuneration is purely a matter between you and the Institute/ Society and has been arrived at based on your job, skills, specific background and professional merit. Accordingly, the salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- (c) You shall while serving the Institute/ Society shall work diligently and maintain professional decorum with other employees of the Institute/ Society.
- (d) You shall not (except in the normal course of the Institute/ Society business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Institute/ Society products or to

IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF ENGINEERING & SCIENCES, BHIWANI

The Technological Institute of Engineering & Sciences
BHIWANI

any matter with which the Institute/ Society may be concerned, unless you have previously applied to and obtained the written permission from the Institute/ Society.

- (e) You will have to reside at Bhiwani, i.e the head-quarter of the Institute and you will have to arrange your own accommodation in the city.
- (f) You shall maintain and keep in safe custody such as Computer and related accessories, measuring instruments, safety equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
- (g) You shall inform the Institute/ Society of any changes in his/her personal data within 3 days of the occurrence of such change.
- (h) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered personally or sent by post at the address, as recorded in the Institute/ Society.
- (i) You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Institute/ Society /any of its personnel are not responsible for the same.
- (j) You shall upon separation/termination from the services of the Institute/ Society, return to the Institute/ Society all Institute/ Society property and proprietary information in his possession, affect a proper hand over of the charge of your work area, section or department as the case may be and settle all outstanding financial obligations with the Institute/ Society including, but not limited to, settlement of any salary, expenses, advances, loans etc. The Institute/ Society reserves the right to adjust any payment (excepting those barred under law / statute) due to the Institute/ Society from the final separation pay cheque.
- (k) You shall be subject to, Institute/ Society policies contained in the policy manual and other similar documents, as amended from time to time and you shall comply with these policies.
- (k) Should there arise any situations/circumstances or be brought to the attention of Institute/ Society, of your default or breach of any term of your employment, the Institute/ Society reserves the right to claim compensation/damages from you for such an act committed by you, including entitling the Institute/ Society to withhold any benefits or salary payable to you.


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THE TECHNOLOGICAL INSTITUTE
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Director
The Technological Institute of Textile & Sciences
BHIWANI

XII. REPORTING

You will report to the Director of the Institute or any other official assigned by the reporting authority.

XIII. TAXATION

You will be responsible for meeting all requirements under Indian tax laws, including tax compliance and filing of tax returns.

Institute/ Society may withhold from any compensation or benefits payable all central, state, city or other taxes as may be required pursuant to any law or governmental regulation or ruling.

This contract will come to an end in a force majeure event without any notice

XIV NON-DISCLOSURE AND NON-SOLICITATION

It is specifically agreed by you that you shall not join or accept employment with another Institute/ Society which has a business/trade similar to that of Institute/ Society for a period of 1 years from date of cessation of employment with the Institute/ Society, unless approved by the Institute/ Society, in writing.

You will have access to certain confidential or proprietary information pertaining to the Institute/ Society and its businesses, policies and trade secrets. You hereby covenant, agrees and undertakes not to use any Confidential Information for any purpose except as may be required to render the Services at Institute. You agree not to disclose any Confidential Information to any third parties either intentionally or unintentionally. Should any of these situations be brought to the attention of Institute/ Society, the Institute/ Society reserves the right to claim compensation/damages from the employee concerned for such an act committed by the employee.

ACCEPTANCE

The terms of this offer supersede any other agreements or promises, written or oral, made to you by anyone on behalf of the Institute/ Society and you acknowledge that you have not relied upon any other written or verbal discussions concerning employment with Institute/ Society.

The Institute/ Society reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation and policies at the sole discretion of the Institute/ Society. Changes are effective as of the date of their occurrence.

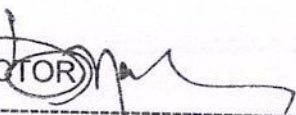

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Director
The Technological Institute of Textile & Sciences
BHIWANI

If you choose to accept our offer pursuant to the terms above, please sign this offer letter and Annexure and return both original, signed documents. Please keep copies of all signed documents for your own files.

We look forward to welcoming you as part of the Institute team. The opportunities for professional and personal growth at the Institute are great and we believe your contributions will greatly increase the likelihood of our organization's continued success.

Yours faithfully,

DIRECTOR 

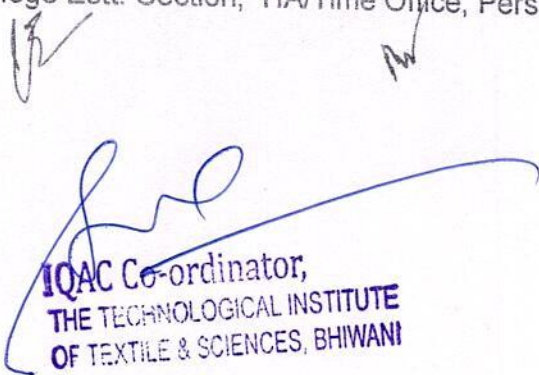
I have read and fully understood the terms and conditions of my employment. I hereby agree to accept the offer as Assistant Professor (Computer Engg.) at Institute and shall abide the terms and conditions as stipulated above.

Accepted: Yes Anjali

Date: 20/10/2023

Name	Anjali,
Designation	Assistant Professor (Computer Engg.)
Date of Joining	02.11.2023

CC; College Estt. Section, HA/Time Office, Personal File


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Director
The Technological Institute of Textile & Sciences
BHIWANI



THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (F) & 12 (B), NAAC B++
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Prof. (Dr)-Ing G K Tyagi
Ph.D (Tech), M.Tech, FTA(I)
MBA, B.Text (Tech), B.Sc
Director

October 20, 2023

Ref : P/Form/23/2209-2211

Shri Arnab Kumar De,
Town: Sahebbazar, PO Jangipur,
Distt Murshidabad – 742 213 WB

Dear Shri Arnab,

Sub: Appointment as Assistant Professor (Textile Technology)

We are pleased to offer you an appointment with The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana for the above position with effect from 02.11.2023 on the following terms and conditions:

I. EMOLUMENTS

You will be paid a starting basic pay of Rs. 15,600/- p.m. in the Pay Scale of Rs 15600-39100 plus AGP of Rs 6000/- and allowance as prescribed by the College Managing Committee from time to time. You will be governed by the rules and regulations of The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana ("Institute"), as applicable, enforced, varied, amended or altered from time to time during your employment.

II. PROBATION AND CONFIRMATION

You will be on probation for a period of 2 years from the date of your joining. On expiry of the probationary period, it is open for the Institute/Society, either to confirm your services or extend your probationary period.

You shall be issued a formal letter of confirmation on satisfactory completion of probationary period or the extended period of probation, as


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Director
The Technological Institute of Textile & Sciences
BHIWANI

the case may be. You will be deemed to be on probation until so confirmed in writing.

Your appointment is subject to confirmation by the Managing Committee of the Institute and subject to approval by the affiliating University.

During the probationary period, or the extended probationary period, your services may be terminated by the Institute without assigning any reason, without any notice or salary in lieu thereof.

Should you decide to leave the services of the Institute during the Probationary period, you are required to serve a notice period of 1 month or payment in lieu of notice.

You shall superannuate/retire from the services, subject to compliance of the terms of your employment, on attaining the age of 60 years. The date of birth, as stated in official documents and as accepted by the Institute/Society, shall be taken conclusively of the same. On attaining the age of 60, your employment with the Institute/ Society shall cease automatically and you shall not be entitled to any benefits from the Institute/Society.

The Institute/ Society has the right and authority to reduce the age of superannuation at any time and that the same would be binding on you. The Institute/Society shall have the right to enforce voluntary retirement of yours, at any time, without any objection or cause.

III. NOTICE PERIOD

Following the successful completion of the Probationary period and receipt of confirmation in writing, your employment will be confirmed, by the Institute/ Society.


Post confirmation, either party may terminate by giving three (3) months' notice without assigning any reason in writing.

During this notice period, you are not permitted to contra off any type of leave in lieu of such notice period. You are required to serve full notice period and fulfil your professional duties / obligations for the entire duration of the notice period.

The Institute/ Society reserves the right, if circumstances so necessitate, to relieve you on a date prior to the date of expiry of the stipulated notice period without paying you salary, allowances or any entitlements whatsoever in lieu of the unexpired portion of the notice period.

IV. TERMINATION


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Director
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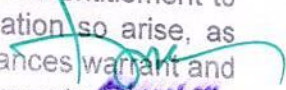
The Institute/ Society shall have the right to terminate your services, at its discretion, without any notice or payment in lieu thereof on the following amongst other circumstances / event taking place:

- i. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this contract or fail to comply with the Institute's policies and code of conduct; or
- ii. You are found guilty of any misdemeanour whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent and illegal acts, accused of heinous crime, etc.) or commit any act which in the opinion of Institute is likely to bring the Institute/ Society any disrepute whether or not such act is directly related to the affairs of the Institute/ Society; or
- iii. You commit any breach of any of your duties or obligations under this contract or as outlined in the policies of the Institute; or
- iv. You are found at any time misusing the Institute/ Society information/ documents/policies/properties, in any manner not warranted as an employee of the Institute, with any person, not required to be made known; or
- v. There is any discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you or as obtained by the Institute/ Society; and
- vi. In case you absent yourself from duty for 7 days without prior approval of Institute/ Society, you shall be deemed to have abandoned your services. Such abandonment of employment shall be deemed as cessation of our relationship, whereby the Institute/ Society shall be under no liability here under or otherwise to pay any salary, allowances or any entitlements.

Notwithstanding the above, if there arises any unprecedented event or circumstances, which in the opinion of the Institute/ Society warrants the Institute/ to take any action including sending you on compulsory leave without salary and any benefits or terminating your services forthwith without any salary and any benefits, the Institute/ Society shall be entitled to take such actions and/or decisions.

Further, the Institute/ Society shall have the right and entitlement to suspend your services or your wages, if the situation so arise, as warranted by the Institute/ Society. If the circumstances warrant and the Institute/ Society feels that the wages/emoluments earned to


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THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textile & Sciences
BHIWANI

you, require to be reduced or decreased, the Institute/ Society shall be entitled to do so.

V. DOCUMENTATION

Your continuation in service will also be subject to satisfactory verification of your credentials/testimonials etc.

You have reviewed the Policies of Institute and made yourself agreeable to the Code of Conduct of Institute.

The Institute/ Society has the right and entitlement to amend and alter the Policy and Code of Conduct, as applicable and the amended/alterd Policy and Code of Conduct shall be binding upon you.

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You understand that retaining the confidential nature of information is of utmost importance to the conduct of affairs of the Institute/ Society. The confidential information made available to you during your employment may include valuable trade secrets and business practices and teaching modules belonging to Institute/ Society.

You must hold all confidential information in strictest confidence, and not share or disclose it to any third parties or use it except in routine course of performance of your duties at the Institute. Any authorised copying or replication of the same, would amount to fundamental breach of the terms of the employment.

You must return all confidential information, including any copies, summaries or compilations of any confidential information, to the Institute/ Society upon the termination of your employment. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination, including seeking damages against you . Your obligations under this paragraph will continue in effect beyond the termination of your employment.

VII. CONFLICT OF INTEREST

You are expected to carry out your duties and responsibilities diligently and shall at all times safeguard the interest of the Institute/ Society regards conflict of interest as a severe act of indiscipline, which may lead to dismissal of your service.


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Director
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During employment with Institute, you are required to devote yourself exclusively to the services of Institute and shall not engage in any other business or occupation without prior written consent of your direct report.

VIII. LEAVE

You will be entitled to Annual Leave and Public Holidays. The Institute/ Society has the sole right to determine the number of Annual Leave and which of the Public holidays to be declared as holiday. Should the work exigency require you to work during these days, you would be mandated to work.

The rules and regulations governing the terms of these leaves provisions will be based on the Institute/ Society policy which aligns to applicable statutory provisions, which may be amended from time to time by the Institute/ Society on behalf of the statutory body and the Institute/ Society.

The Institute/ Society shall have the right and entitlement to curtail and restrict the leave and the entitlement to the leaves, when the situation so warrant.

You will be eligible to exercise your annual leave only after successful completion of your probation period. In case you avail leave without information, it will be deemed repudiation of the employment contract by you. The Institute/ Society, at its sole discretion, reserves the right to terminate your employment in that event.

Director, of his duly authorised officer of the Institute/ Society must approve all leaves in advance prior to your proceeding with the vacation leaves.

IX. INSTITUTE POLICIES

During your employment, you will be bound by the Institute's policies and procedures, rules and regulations, Code of Conduct, which may be framed and enforced from time to time, or as laid by the management of the Institute/ Society.

Institute/ Society reserves the right to amend or delete or augment these at its sole discretion without any notice thereof. You are expected to observe and to comply with all existing rules and regulations which are deemed to be the terms and conditions governing your employment and with all the future rules and regulations, policies and procedures which may be laid down by the management of the Institute/ Society from time to time.

X. MEDICAL FITNESS


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textile & Sciences
BHIWANI

Your appointment and its continuation is subject to your being medically fit. The Institute/ Society reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Institute/ Society and in the event, the Institute/ Society determines your unfitness for the role, the Institute/ Society at its sole discretion, may terminate your services.

XI. JOB RESPONSIBILITY

A copy of your Job Description will be given to you on your joining duty and you will perform your assigned duties as per the position guideline detailed by the management of the Institute/ Society. Any violation or breach by you may warrant the Institute/ Society to take strict actions against you, including terminating your services with the Institute/ Society.

You agree that at the sole discretion of the Institute/ Society, you may be posted or transferred to work in any of the establishment, departments, offices or works of the Institute/ Society, Society, association or organization whatsoever with which the Institute/ Society may have any official connection in India or outside India.

The Institute/ Society shall have the right to change the timing of your employment at any time.

The Institute/ Society shall have the right to assign you any job work for gains by the Institute/ Society.

Further,

- (a) The Institute/ Society may require from you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and the you will be bound to carry out such functions.
- (b) Yours's individual remuneration is purely a matter between you and the Institute/ Society and has been arrived at based on your job, skills, specific background and professional merit. Accordingly, the salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- (c) You shall while serving the Institute/ Society shall work diligently and maintain professional decorum with other employees of the Institute/ Society.
- (d) You shall not (except in the normal course of the Institute/ Society business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Institute/ Society products or to any matter with which the Institute/ Society may be concerned, unless you have previously applied to and obtained the written

[Signature]
IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


[Signature]
The Technological Institute of Textile & Sciences
BHIWANI 6 of 9

permission from the Institute/ Society.

- (e) You will have to reside at Bhiwani, i.e the head-quarter of the Institute and you will have to arrange your own accommodation in the city.
- (f) You shall maintain and keep in safe custody such as Computer and related accessories, measuring instruments, safety equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
- (g) You shall inform the Institute/ Society of any changes in his/her personal data within 3 days of the occurrence of such change.
- (h) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered personally or sent by post at the address, as recorded in the Institute/ Society.
- (i) You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Institute/ Society /any of its personnel are not responsible for the same.
- (j) You shall upon separation/termination from the services of the Institute/ Society, return to the Institute/ Society all Institute/ Society property and proprietary information in his possession, affect a proper hand over of the charge of your work area, section or department as the case may be and settle all outstanding financial obligations with the Institute/ Society including, but not limited to, settlement of any salary, expenses, advances, loans etc. The Institute/ Society reserves the right to adjust any payment (excepting those barred under law / statute) due to the Institute/ Society from the final separation pay cheque.
- (k) You shall be subject to, Institute/ Society policies contained in the policy manual and other similar documents, as amended from time to time and you shall comply with these policies.
- (k) Should there arise any situations/circumstances or be brought to the attention of Institute/ Society, of your default or breach of any term of your employment, the Institute/ Society reserves the right to claim compensation/damages from you for such an act committed by you, including entitling the Institute/ Society to withhold any benefits or salary payable to you.

XII. REPORTING


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


The Technological Institute of Textile & Sciences
BHIWANI

You will report to the Director of the Institute or any other official assigned by the reporting authority.

XIII. TAXATION

You will be responsible for meeting all requirements under Indian tax laws, including tax compliance and filing of tax returns.

Institute/ Society may withhold from any compensation or benefits payable all central, state, city or other taxes as may be required pursuant to any law or governmental regulation or ruling.

This contract will come to an end in a force majeure event without any notice

XIV NON-DISCLOSURE AND NON-SOLICITATION

It is specifically agreed by you that you shall not join or accept employment with another Institute/ Society which has a business/trade similar to that of Institute/ Society for a period of 1 years from date of cessation of employment with the Institute/ Society, unless approved by the Institute/ Society, in writing.

You will have access to certain confidential or proprietary information pertaining to the Institute/ Society and its businesses, policies and trade secrets. You hereby covenant, agrees and undertakes not to use any Confidential Information for any purpose except as may be required to render the Services at Institute. You agree not to disclose any Confidential Information to any third parties either intentionally or unintentionally. Should any of these situations be brought to the attention of Institute/ Society, the Institute/ Society reserves the right to claim compensation/damages from the employee concerned for such an act committed by the employee.

ACCEPTANCE

The terms of this offer supersede any other agreements or promises, written or oral, made to you by anyone on behalf of the Institute/ Society and you acknowledge that you have not relied upon any other written or verbal discussions concerning employment with Institute/ Society.

The Institute/ Society reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation and policies at the sole discretion of the Institute/ Society. Changes are effective as of the date of their occurrence.

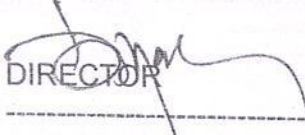
If you choose to accept our offer pursuant to the terms above, please sign this offer letter and Annexure and return both original, signed documents. Please keep copies of all signed documents for your own files.


TQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
EXTILE & SCIENCES, BHIWANI


The Technological Institute of Textile & Sciences
BHIWANI

We look forward to welcoming you as part of the Institute team. The opportunities for professional and personal growth at the Institute are great and we believe your contributions will greatly increase the likelihood of our organization's continued success.

Yours faithfully,


DIRECTOR

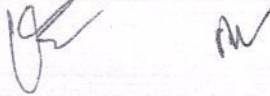
I have read and fully understood the terms and conditions of my employment. I hereby agree to accept the offer as Assistant Professor (Textile Technology) at Institute and shall abide the terms and conditions as stipulated above.

Accepted: YES Arnab Kumar De

Date: 20.10.2023

Name	Arnab Kumar De
Designation	Assistant Professor (Textile Technology)
Date of Joining	02.11.2023

CC; College Estt. Section, Time Office, Personal File




IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


The Technological Institute of Textile & Sciences
BHIWANI

To
The Director,
The Technological Institute of Textile & Sciences
Bhiwani

3rd October 2023

Subject: Joining Report for the Post of Assistant Professor (MBA)

Respected Sir,

With reference to the appointment letter Ref: P/foem/23/2001, received by me on September 29, 2023. I am pleased to inform that I am willing to join as an Assistant Professor for teaching the students of MBA at this prestigious Institute. I have studied and signed the terms and conditions as stated in my appointment letter.

It is a matter of great pleasure that my aspirations and interests match with the vision of our institute. I give my commitment to efficiently discharge my duties and abide by the rules and regulations of the Institute.

I will be found dedicated and meticulous in all professional endeavours. My joining report may kindly be accepted.

Thankyou,
Yours sincerely
URSHITA BANSAL
Assistant Professor (MBA)

Urshita

(8708356883)

Urshita
3/10/23

Urshita
IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI

Permitter
Director
The Technological Institute of Textile & Sciences
BHIWANI
3/10/23



THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (F) & 12 (B), NAAC B++
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Prof. (Dr)-Ing G K Tyagi
Ph.D (Tech), M.Tech, FTA(I)
MBA, B.Text (Tech), B.Sc
Director

September 29, 2023

Ref : P/Form/23/2007-2009

Ms Urshita Bansal,
D/o Shri Anup Kumar Bansal,
210/2 1st Floor Hanuman Gali,
Near Nand Ram Katla, Halu Bazar,
Bhiwani – 127 021

Dear Ms Urshita,

Sub: Appointment as Assistant Professor (MBA)

We are pleased to offer you an appointment with The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana for the above position with effect from 03.10.2023 on the following terms and conditions:

I. EMOLUMENTS

You will be paid a starting basic pay of Rs. 15,600/- p.m. in the Pay Scale of Rs 15600-39100 plus AGP of Rs 6000/- and allowance as prescribed by the College Managing Committee from time to time. You will be governed by the rules and regulations of The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana ("**Institute**"), as applicable, enforced, varied, amended or altered from time to time during your employment.

II. PROBATION AND CONFIRMATION

You will be on probation for a period of 2 years from the date of your joining. On expiry of the probationary period, it is open for the Institute/Society, either to confirm your services or extend your probationary period.


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Director
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BHIWANI
Page 1 of 9

You shall be issued a formal letter of confirmation on satisfactory completion of probationary period or the extended period of probation, as the case may be. You will be deemed to be on probation until so confirmed in writing.

Your appointment is subject to confirmation by the Managing Committee of the Institute and subject to approval by the affiliating University.

During the probationary period, or the extended probationary period, your services may be terminated by the Institute without assigning any reason, without any notice or salary in lieu thereof.

Should you decide to leave the services of the Institute during the Probationary period, you are required to serve a notice period of 1 month or payment in lieu of notice.

You shall superannuate/retire from the services, subject to compliance of the terms of your employment, on attaining the age of 60 years. The date of birth, as stated in official documents and as accepted by the Institute/ Society, shall be taken conclusively of the same. On attaining the age of 60, your employment with the Institute/ Society shall cease automatically and you shall not be entitled to any benefits from the Institute/Society.

The Institute/ Society has the right and authority to reduce the age of superannuation at any time and that the same would be binding on you. The Institute/Society shall have the right to enforce voluntary retirement of yours, at any time, without any objection or cause.

III. NOTICE PERIOD

Following the successful completion of the Probationary period and receipt of confirmation in writing, your employment will be confirmed, by the Institute/ Society.

Post confirmation, either party may terminate by giving three (3) months' notice without assigning any reason in writing.

During this notice period, you are not permitted to contra off any type of leave in lieu of such notice period. You are required to serve full notice period and fulfil your professional duties / obligations for the entire duration of the notice period.

The Institute/ Society reserves the right, if circumstances so necessitate, to relieve you on a date prior to the date of expiry of the stipulated notice period without paying you salary, allowances or any entitlements whatsoever in lieu of the unexpired portion of the notice period.


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BHIWANI

IV. TERMINATION

The Institute/ Society shall have the right to terminate your services, at its discretion, without any notice or payment in lieu thereof on the following amongst other circumstances / event taking place:

- i. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this contract or fail to comply with the Institute's policies and code of conduct; or
- ii. You are found guilty of any misdemeanour whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent and illegal acts, accused of heinous crime, etc.) or commit any act which in the opinion of Institute is likely to bring the Institute/ Society any disrepute whether or not such act is directly related to the affairs of the Institute/ Society; or
- iii. You commit any breach of any of your duties or obligations under this contract or as outlined in the policies of the Institute; or
- iv. You are found at any time misusing the Institute/ Society information/ documents/policies/properties, in any manner not warranted as an employee of the Institute, with any person, not required to be made known; or
- v. There is any discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you or as obtained by the Institute/ Society; and
- vi. In case you absent yourself from duty for 7 days without prior approval of Institute/ Society, you shall be deemed to have abandoned your services. Such abandonment of employment shall be deemed as cessation of our relationship, whereby the Institute/ Society shall be under no liability here under or otherwise to pay any salary, allowances or any entitlements.

Notwithstanding the above, if there arises any unprecedented event or circumstances, which in the opinion of the Institute/ Society warrants the Institute/ to take any action including sending you on compulsory leave without salary and any benefits or terminating your services forthwith without any salary and any benefits, the Institute/ Society shall be entitled to take such actions and/or decisions.

Further, the Institute/ Society shall have the right and entitlement to suspend your services or your wages, if the situation so arise, as


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Page 3 of 9

warranted by the Institute/ Society. If the circumstances warrant and the Institute/ Society feels that the wages/emoluments entitled to you, require to be reduced or decreased, the Institute/ Society shall be entitled to do so.

V. DOCUMENTATION

Your continuation in service will also be subject to satisfactory verification of your credentials/testimonials etc.

You have reviewed the Policies of Institute and made yourself agreeable to the Code of Conduct of Institute.

The Institute/ Society has the right and entitlement to amend and alter the Policy and Code of Conduct, as applicable and the amended/alterd Policy and Code of Conduct shall be binding upon you.

VI. CONFIDENTIALITY

You understand that retaining the confidential nature of information is of utmost importance to the conduct of affairs of the Institute/ Society. The confidential information made available to you during your employment may include valuable trade secrets and business practices and teaching modules belonging to Institute/ Society.


You must hold all confidential information in strictest confidence, and not share or disclose it to any third parties or use it except in routine course of performance of your duties at the Institute. Any authorised copying or replication of the same, would amount to fundamental breach of the terms of the employment.

You must return all confidential information, including any copies, summaries or compilations of any confidential information, to the Institute/ Society upon the termination of your employment. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination, including seeking damages against you. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

VII. CONFLICT OF INTEREST

You are expected to carry out your duties and responsibilities diligently and shall at all times safeguard the interest of the Institute/ Society regards conflict of interest as a severe act of indiscipline, which may lead to dismissal of your service.


IQAC Co-ordinator,
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Page 4 of 9

During employment with Institute, you are required to devote yourself exclusively to the services of Institute and shall not engage in any other business or occupation without prior written consent of your direct report.

VIII. LEAVE

You will be entitled to Annual Leave and Public Holidays. The Institute/ Society has the sole right to determine the number of Annual Leave and which of the Public holidays to be declared as holiday. Should the work exigency require you to work during these days, you would be mandated to work.

The rules and regulations governing the terms of these leaves provisions will be based on the Institute/ Society policy which aligns to applicable statutory provisions, which may be amended from time to time by the Institute/ Society on behalf of the statutory body and the Institute/ Society.

The Institute/ Society shall have the right and entitlement to curtail and restrict the leave and the entitlement to the leaves, when the situation so warrant.

You will be eligible to exercise your annual leave only after successful completion of your probation period. In case you avail leave without information, it will be deemed repudiation of the employment contract by you. The Institute/ Society, at its sole discretion, reserves the right to terminate your employment in that event.

Director, of his duly authorised officer of the Institute/ Society must approve all leaves in advance prior to your proceeding with the vacation leaves.

IX. INSTITUTE POLICIES

During your employment, you will be bound by the Institute's policies and procedures, rules and regulations, Code of Conduct, which may be framed and enforced from time to time, or as laid by the management of the Institute/ Society.

Institute/ Society reserves the right to amend or delete or augment these at its sole discretion without any notice thereof. You are expected to observe and to comply with all existing rules and regulations which are deemed to be the terms and conditions governing your employment and with all the future rules and regulations, policies and procedures which may be laid down by the management of the Institute/ Society from time to time.


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The Technological Institute of Textile & Sciences
Bhiwani

X. MEDICAL FITNESS

Your appointment and its continuation is subject to your being medically fit. The Institute/ Society reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Institute/ Society and in the event, the Institute/ Society determines your unfitness for the role, the Institute/ Society at its sole discretion, may terminate your services.

XI. JOB RESPONSIBILITY

A copy of your Job Description will be given to you on your joining duty and you will perform your assigned duties as per the position guideline detailed by the management of the Institute/ Society. Any violation or breach by you may warrant the Institute/ Society to take strict actions against you, including terminating your services with the Institute/ Society.

You agree that at the sole discretion of the Institute/ Society, you may be posted or transferred to work in any of the establishment, departments, offices or works of the Institute/ Society, Society, association or organization whatsoever with which the Institute/ Society may have any official connection in India or outside India.

The Institute/ Society shall have the right to change the timing of your employment at any time.

The Institute/ Society shall have the right to assign you any job work for gains by the Institute/ Society.

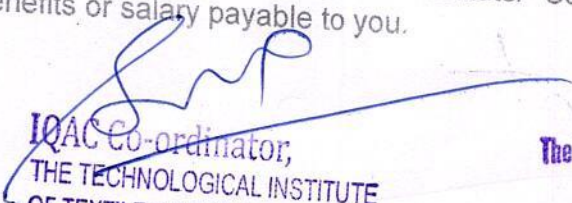
Further,

- (a) The Institute/ Society may require from you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and the you will be bound to carry out such functions.
- (b) Yours's individual remuneration is purely a matter between you and the Institute/ Society and has been arrived at based on your job, skills, specific background and professional merit. Accordingly, the salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- (c) You shall while serving the Institute/ Society shall work diligently and maintain professional decorum with other employees of the Institute/ Society.
- (d) You shall not (except in the normal course of the Institute/ Society business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Institute/ Society products or to


IOAC Co-ordinator,
TECHNOLOGICAL INSTITUTE
TITLE & SCIENCES, BHIMWANI

any matter with which the Institute/ Society may be concerned, unless you have previously applied to and obtained the written permission from the Institute/ Society.

- (e) You will have to reside at Bhiwani, i.e the head-quarter of the Institute and you will have to arrange your own accommodation in the city.
- (f) You shall maintain and keep in safe custody such as Computer and related accessories, measuring instruments, safety equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
- (g) You shall inform the Institute/ Society of any changes in his/her personal data within 3 days of the occurrence of such change.
- (h) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered personally or sent by post at the address, as recorded in the Institute/ Society.
- (i) You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Institute/ Society /any of its personnel are not responsible for the same.
- (j) You shall upon separation/termination from the services of the Institute/ Society, return to the Institute/ Society all Institute/ Society property and proprietary information in his possession, affect a proper hand over of the charge of your work area, section or department as the case may be and settle all outstanding financial obligations with the Institute/ Society including, but not limited to, settlement of any salary, expenses, advances, loans etc. The Institute/ Society reserves the right to adjust any payment (excepting those barred under law / statute) due to the Institute/ Society from the final separation pay cheque.
- (k) You shall be subject to, Institute/ Society policies contained in the policy manual and other similar documents, as amended from time to time and you shall comply with these policies.
- (k) Should there arise any situations/circumstances or be brought to the attention of Institute/ Society, of your default or breach of any term of your employment, the Institute/ Society reserves the right to claim compensation/damages from you for such an act committed by you, including entitling the Institute/ Society to withhold any benefits or salary payable to you.


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Bhiwani

XII. REPORTING

You will report to the Director of the Institute or any other official assigned by the reporting authority.

XIII. TAXATION

You will be responsible for meeting all requirements under Indian tax laws, including tax compliance and filing of tax returns.

Institute/ Society may withhold from any compensation or benefits payable all central, state, city or other taxes as may be required pursuant to any law or governmental regulation or ruling.

This contract will come to an end in a force majeure event without any notice

XIV NON-DISCLOSURE AND NON-SOLICITATION


It is specifically agreed by you that you shall not join or accept employment with another Institute/ Society which has a business/trade similar to that of Institute/ Society for a period of 1 years from date of cessation of employment with the Institute/ Society, unless approved by the Institute/ Society, in writing.

You will have access to certain confidential or proprietary information pertaining to the Institute/ Society and its businesses, policies and trade secrets. You hereby covenant, agrees and undertakes not to use any Confidential Information for any purpose except as may be required to render the Services at Institute. You agree not to disclose any Confidential Information to any third parties either intentionally or unintentionally. Should any of these situations be brought to the attention of Institute/ Society, the Institute/ Society reserves the right to claim compensation/damages from the employee concerned for such an act committed by the employee.

ACCEPTANCE

The terms of this offer supersede any other agreements or promises, written or oral, made to you by anyone on behalf of the Institute/ Society and you acknowledge that you have not relied upon any other written or verbal discussions concerning employment with Institute/ Society.

The Institute/ Society reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation and policies at the sole discretion of the Institute/ Society. Changes are effective as of the date of their occurrence.

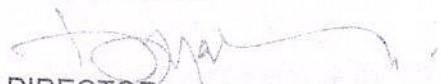

IQAC Co-ordinator,
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Director
The Technological Institute of Textile & Sciences

If you choose to accept our offer pursuant to the terms above, please sign this offer letter and Annexure and return both original, signed documents. Please keep copies of all signed documents for your own files.

We look forward to welcoming you as part of the Institute team. The opportunities for professional and personal growth at the Institute are great and we believe your contributions will greatly increase the likelihood of our organization's continued success.

Yours faithfully,


DIRECTOR

I have read and fully understood the terms and conditions of my employment. I hereby agree to accept the offer as Assistant Professor (MBA) at Institute and shall abide the terms and conditions as stipulated above.


Accepted: 

Date: 29/09/2023

Name	Urshita Bansal
Designation	Assistant Professor (MBA)
Date of Joining	03.10.2023

CC: College Est. Section, HA/Time Office, Personal File

Received
Urshita


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textile & Sciences
Bhiwani



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THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (F) & 12 (B), NAAC B++
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Prof. (Dr)-Ing G K Tyagi
Ph.D (Tech), M.Tech, FTA(I)
MBA, B.Text (Tech), B.Sc
Director

October 20, 2023

Ref: P/Form/23/2024-2226

Ms Neha Nain,
D/o Shri Suresh Kumar Nain,
Vill Sisroli, PO Chamarian,
Rohtak 124 001

Dear Ms Neha

Sub: Appointment as Assistant Professor (BBA)

We are pleased to offer you an appointment with The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana for the above position with effect from 02.11.2023 on the following terms and conditions:

I. EMOLUMENTS

You will be paid a starting basic pay of Rs. 15,600/- p.m. in the Pay Scale of Rs 15600-39100 plus AGP of Rs 6000/- and allowance as prescribed by the College Managing Committee from time to time. You will be governed by the rules and regulations of The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana ("Institute"), as applicable, enforced, varied, amended or altered from time to time during your employment.

II. PROBATION AND CONFIRMATION

You will be on probation for a period of 2 years from the date of your joining. On expiry of the probationary period, it is open for the Institute/Society, either to confirm your services or extend your probationary period.

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You shall be issued a formal letter of confirmation on satisfactory completion of probationary period or the extended period of probation, as the case may be. You will be deemed to be on probation until so confirmed in writing.

Your appointment is subject to confirmation by the Managing Committee of the Institute and subject to approval by the affiliating University.

During the probationary period, or the extended probationary period, your services may be terminated by the Institute without assigning any reason, without any notice or salary in lieu thereof.

Should you decide to leave the services of the Institute during the Probationary period, you are required to serve a notice period of 1 month or payment in lieu of notice.

You shall superannuate/retire from the services, subject to compliance of the terms of your employment, on attaining the age of 60 years. The date of birth, as stated in official documents and as accepted by the Institute/Society, shall be taken conclusively of the same. On attaining the age of 60, your employment with the Institute/ Society shall cease automatically and you shall not be entitled to any benefits from the Institute/Society.

The Institute/ Society has the right and authority to reduce the age of superannuation at any time and that the same would be binding on you. The Institute/Society shall have the right to enforce voluntary retirement of yours, at any time, without any objection or cause.

III. NOTICE PERIOD

Following the successful completion of the Probationary period and receipt of confirmation in writing, your employment will be confirmed, by the Institute/ Society.

Post confirmation, either party may terminate by giving three (3) months' notice without assigning any reason in writing.

During this notice period, you are not permitted to contra off any type of leave in lieu of such notice period. You are required to serve full notice period and fulfil your professional duties / obligations for the entire duration of the notice period.

The Institute/ Society reserves the right, if circumstances so necessitate, to relieve you on a date prior to the date of expiry of the stipulated notice period without paying you salary, allowances or any entitlements whatsoever in lieu of the unexpired portion of the notice period.


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IV. TERMINATION


The Institute/ Society shall have the right to terminate your services, at its discretion, without any notice or payment in lieu thereof on the following amongst other circumstances / event taking place:

- i. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this contract or fail to comply with the Institute's policies and code of conduct; or
- ii. You are found guilty of any misdemeanour whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent and illegal acts, accused of heinous crime, etc.) or commit any act which in the opinion of Institute is likely to bring the Institute/ Society any disrepute whether or not such act is directly related to the affairs of the Institute/ Society; or
- iii. You commit any breach of any of your duties or obligations under this contract or as outlined in the policies of the Institute; or
- iv. You are found at any time misusing the Institute/ Society information/ documents/policies/properties, in any manner not warranted as an employee of the Institute, with any person, not required to be made known; or
- v. There is any discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you or as obtained by the Institute/ Society; and
- vi. In case you absent yourself from duty for 7 days without prior approval of Institute/ Society, you shall be deemed to have abandoned your services. Such abandonment of employment shall be deemed as cessation of our relationship, whereby the Institute/ Society shall be under no liability here under or otherwise to pay any salary, allowances or any entitlements.

Notwithstanding the above, if there arises any unprecedented event or circumstances, which in the opinion of the Institute/ Society warrants the Institute/ to take any action including sending you on compulsory leave without salary and any benefits or terminating your services forthwith without any salary and any benefits, the Institute/ Society shall be entitled to take such actions and/or decisions.

Further, the Institute/ Society shall have the right and entitlement to suspend your services or your wages, if the situation so arise, as


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BHIWANI Page 3 of 9

warranted by the Institute/ Society. If the circumstances warrant and the Institute/ Society feels that the wages/emoluments entitled to you, require to be reduced or decreased, the Institute/ Society shall be entitled to do so.

V. DOCUMENTATION

Your continuation in service will also be subject to satisfactory verification of your credentials/testimonials etc.

You have reviewed the Policies of Institute and made yourself agreeable to the Code of Conduct of Institute.

The Institute/ Society has the right and entitlement to amend and alter the Policy and Code of Conduct, as applicable and the amended/alterd Policy and Code of Conduct shall be binding upon you.

VI. CONFIDENTIALITY

You understand that retaining the confidential nature of information is of utmost importance to the conduct of affairs of the Institute/ Society. The confidential information made available to you during your employment may include valuable trade secrets and business practices and teaching modules belonging to Institute/ Society.


You must hold all confidential information in strictest confidence, and not share or disclose it to any third parties or use it except in routine course of performance of your duties at the Institute. Any authorised copying or replication of the same, would amount to fundamental breach of the terms of the employment.

You must return all confidential information, including any copies, summaries or compilations of any confidential information, to the Institute/ Society upon the termination of your employment. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination, including seeking damages against you. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

VII. CONFLICT OF INTEREST

You are expected to carry out your duties and responsibilities diligently and shall at all times safeguard the interest of the Institute/ Society regards conflict of interest as a severe act of indiscipline, which may lead to dismissal of your service.


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Page 4 of 9

During employment with Institute, you are required to devote yourself exclusively to the services of Institute and shall not engage in any other business or occupation without prior written consent of your direct report.

VIII. LEAVE

You will be entitled to Annual Leave and Public Holidays. The Institute/ Society has the sole right to determine the number of Annual Leave and which of the Public holidays to be declared as holiday. Should the work exigency require you to work during these days, you would be mandated to work.

The rules and regulations governing the terms of these leaves provisions will be based on the Institute/ Society policy which aligns to applicable statutory provisions, which may be amended from time to time by the Institute/ Society on behalf of the statutory body and the Institute/ Society.

The Institute/ Society shall have the right and entitlement to curtail and restrict the leave and the entitlement to the leaves, when the situation so warrant.

You will be eligible to exercise your annual leave only after successful completion of your probation period. In case you avail leave without information, it will be deemed repudiation of the employment contract by you. The Institute/ Society, at its sole discretion, reserves the right to terminate your employment in that event.

Director, or his duly authorised officer of the Institute/ Society must approve all leaves in advance prior to your proceeding with the vacation leaves.

IX. INSTITUTE POLICIES

During your employment, you will be bound by the Institute's policies and procedures, rules and regulations, Code of Conduct, which may be framed and enforced from time to time, or as laid by the management of the Institute/ Society.

Institute/ Society reserves the right to amend or delete or augment these at its sole discretion without any notice thereof. You are expected to observe and to comply with all existing rules and regulations which are deemed to be the terms and conditions governing your employment and with all the future rules and regulations, policies and procedures which may be laid down by the management of the Institute/ Society from time to time.


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Director
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X. **MEDICAL FITNESS**

Your appointment and its continuation is subject to your being medically fit. The Institute/ Society reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Institute/ Society and in the event, the Institute/ Society determines your unfitness for the role, the Institute/ Society at its sole discretion, may terminate your services.

XI. **JOB RESPONSIBILITY**

A copy of your Job Description will be given to you on your joining duty and you will perform your assigned duties as per the position guideline detailed by the management of the Institute/ Society. Any violation or breach by you may warrant the Institute/ Society to take strict actions against you, including terminating your services with the Institute/ Society.

You agree that at the sole discretion of the Institute/ Society, you may be posted or transferred to work in any of the establishment, departments, offices or works of the Institute/ Society, Society, association or organization whatsoever with which the Institute/ Society may have any official connection in India or outside India.

The Institute/ Society shall have the right to change the timing of your employment at any time.

The Institute/ Society shall have the right to assign you any job work for gains by the Institute/ Society.

Further,

- (a) The Institute/ Society may require from you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and the you will be bound to carry out such functions.
- (b) Yours's individual remuneration is purely a matter between you and the Institute/ Society and has been arrived at based on your job, skills, specific background and professional merit. Accordingly, the salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- (c) You shall while serving the Institute/ Society shall work diligently and maintain professional decorum with other employees of the Institute/ Society.
- (d) You shall not (except in the normal course of the Institute/ Society business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Institute/ Society product.

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any matter with which the Institute/ Society may be concerned, unless you have previously applied to and obtained the written permission from the Institute/ Society.

- (e) You will have to reside at Bhiwani, i.e the head-quarter of the Institute and you will have to arrange your own accommodation in the city.
- (f) You shall maintain and keep in safe custody such as Computer and related accessories, measuring instruments, safety equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
- (g) You shall inform the Institute/ Society of any changes in his/her personal data within 3 days of the occurrence of such change.
- (h) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered personally or sent by post at the address, as recorded in the Institute/ Society.
- (i) You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Institute/ Society /any of its personnel are not responsible for the same.
- (j) You shall upon separation/termination from the services of the Institute/ Society, return to the Institute/ Society all Institute/ Society property and proprietary information in his possession, affect a proper hand over of the charge of your work area, section or department as the case may be and settle all outstanding financial obligations with the Institute/ Society including, but not limited to, settlement of any salary, expenses, advances, loans etc. The Institute/ Society reserves the right to adjust any payment (excepting those barred under law / statute) due to the Institute/ Society from the final separation pay cheque.
- (k) You shall be subject to, Institute/ Society policies contained in the policy manual and other similar documents, as amended from time to time and you shall comply with these policies.
- (k) Should there arise any situations/circumstances or be brought to the attention of Institute/ Society, of your default or breach of any term of your employment, the Institute/ Society reserves the right to claim compensation/damages from you for such an act committed by you, including entitling the Institute/ Society to withhold any benefits or salary payable to you.


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TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textile & Sciences
BHIWANI

XII. REPORTING

You will report to the Director of the Institute or any other official assigned by the reporting authority.

XIII. TAXATION

You will be responsible for meeting all requirements under Indian tax laws, including tax compliance and filing of tax returns.

Institute/ Society may withhold from any compensation or benefits payable all central, state, city or other taxes as may be required pursuant to any law or governmental regulation or ruling.

This contract will come to an end in a force majeure event without any notice

XIV NON-DISCLOSURE AND NON-SOLICITATION

It is specifically agreed by you that you shall not join or accept employment with another Institute/ Society which has a business/trade similar to that of Institute/ Society for a period of 1 years from date of cessation of employment with the Institute/ Society, unless approved by the Institute/ Society, in writing.

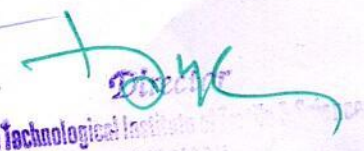
You will have access to certain confidential or proprietary information pertaining to the Institute/ Society and its businesses, policies and trade secrets. You hereby covenant, agrees and undertakes not to use any Confidential Information for any purpose except as may be required to render the Services at Institute. You agree not to disclose any Confidential Information to any third parties either intentionally or unintentionally. Should any of these situations be brought to the attention of Institute/ Society, the Institute/ Society reserves the right to claim compensation/damages from the employee concerned for such an act committed by the employee.

ACCEPTANCE

The terms of this offer supersede any other agreements or promises, written or oral, made to you by anyone on behalf of the Institute/ Society and you acknowledge that you have not relied upon any other written or verbal discussions concerning employment with Institute/ Society.

The Institute/ Society reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation and policies at the sole discretion of the Institute/ Society. Changes are effective as of the date of their occurrence.


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OF TEXTILE & SCIENCES, BHIWANI


The Technological Institute of
BHIWANI

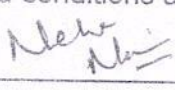
If you choose to accept our offer pursuant to the terms above, please sign this offer letter and Annexure and return both original, signed documents. Please keep copies of all signed documents for your own files.

We look forward to welcoming you as part of the Institute team. The opportunities for professional and personal growth at the Institute are great and we believe your contributions will greatly increase the likelihood of our organization's continued success.

Yours faithfully,

~~DIRECTOR~~ 

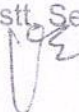

I have read and fully understood the terms and conditions of my employment. I hereby agree to accept the offer as Assistant Professor (BBA) at Institute and shall abide the terms and conditions as stipulated above.

Accepted: YES 

Date: 20-10-23

Name	Neha Nain
Designation	Assistant Professor (BBA)
Date of Joining	02.11.2023

CC; College Estt. Section, HA/Time Office, Personal File


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OK

THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (F) & 12 (B), NAAC B++
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Prof. (Dr)-Ing G K Tyagi
Ph.D (Tech), M.Tech, FTA(I)
MBA, B.Text (Tech), B.Sc
Director

October 20, 2023

Ref: P/Form/23/2227-2229

Dr. Srishti
D/o Sh. Khusi Ram
H No. 675/1, Bhawani Lal Ki Gali,
Halu Bazar, Old Anaj Mandi, Bhiwani
Haryana -127021

Dear Dr. Srishti,

Sub: Appointment as Assistant Professor (BBA)

We are pleased to offer you an appointment with The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana for the above position with effect from 02.11.2023 on the following terms and conditions:

I. EMOLUMENTS

You will be paid a starting basic pay of Rs. 15,600/- p.m. in the Pay Scale of Rs 15600-39100 plus AGP of Rs 6000/- and allowance as prescribed by the College Managing Committee from time to time. You will be governed by the rules and regulations of The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana ("Institute"), as applicable, enforced, varied, amended or altered from time to time during your employment.

II. PROBATION AND CONFIRMATION

You will be on probation for a period of 2 years from the date of your joining. On expiry of the probationary period, it is open for the Institute/Society, either to confirm your services or extend your probationary period.

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Page 1 of 9

You shall be issued a formal letter of confirmation on satisfactory completion of probationary period or the extended period of probation, as the case may be. You will be deemed to be on probation until so confirmed in writing.

Your appointment is subject to confirmation by the Managing Committee of the Institute and subject to approval by the affiliating University.

During the probationary period, or the extended probationary period, your services may be terminated by the Institute without assigning any reason, without any notice or salary in lieu thereof.

Should you decide to leave the services of the Institute during the Probationary period, you are required to serve a notice period of 1 month or payment in lieu of notice.

You shall superannuate/retire from the services, subject to compliance of the terms of your employment, on attaining the age of 60 years. The date of birth, as stated in official documents and as accepted by the Institute/Society, shall be taken conclusively of the same. On attaining the age of 60, your employment with the Institute/ Society shall cease automatically and you shall not be entitled to any benefits from the Institute/Society.

The Institute/ Society has the right and authority to reduce the age of superannuation at any time and that the same would be binding on you. The Institute/Society shall have the right to enforce voluntary retirement of yours, at any time, without any objection or cause.

III. NOTICE PERIOD


Following the successful completion of the Probationary period and receipt of confirmation in writing, your employment will be confirmed, by the Institute/ Society.

Post confirmation, either party may terminate by giving three (3) months' notice without assigning any reason in writing.

During this notice period, you are not permitted to contra off any type of leave in lieu of such notice period. You are required to serve full notice period and fulfil your professional duties / obligations for the entire duration of the notice period.

The Institute/ Society reserves the right, if circumstances so necessitate, to relieve you on a date prior to the date of expiry of the stipulated notice period without paying you salary, allowances or any entitlements whatsoever in lieu of the unexpired portion of the notice period.


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The Technological Institute of Textile & Sciences, Bhiwani

IV. TERMINATION

The Institute/ Society shall have the right to terminate your services, at its discretion, without any notice or payment in lieu thereof on the following amongst other circumstances / event taking place:

- i. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this contract or fail to comply with the Institute's policies and code of conduct; or
- ii. You are found guilty of any misdemeanour whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent and illegal acts, accused of heinous crime, etc.) or commit any act which in the opinion of Institute is likely to bring the Institute/ Society any disrepute whether or not such act is directly related to the affairs of the Institute/ Society; or
- iii. You commit any breach of any of your duties or obligations under this contract or as outlined in the policies of the Institute; or
- iv. You are found at any time misusing the Institute/ Society information/ documents/policies/properties, in any manner not warranted as an employee of the Institute, with any person, not required to be made known; or
- v. There is any discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you or as obtained by the Institute/ Society; and
- vi. In case you absent yourself from duty for 7 days without prior approval of Institute/ Society, you shall be deemed to have abandoned your services. Such abandonment of employment shall be deemed as cessation of our relationship, whereby the Institute/ Society shall be under no liability here under or otherwise to pay any salary, allowances or any entitlements.

Notwithstanding the above, if there arises any unprecedented event or circumstances, which in the opinion of the Institute/ Society warrants the Institute/ to take any action including sending you on compulsory leave without salary and any benefits or terminating your services forthwith without any salary and any benefits, the Institute/ Society shall be entitled to take such actions and/or decisions.


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Page 3 of 9
BHIWANI

Further, the Institute/ Society shall have the right and entitlement to suspend your services or your wages, if the situation so arise, as warranted by the Institute/ Society. If the circumstances warrant and the Institute/ Society feels that the wages/emoluments entitled to you, require to be reduced or decreased, the Institute/ Society shall be entitled to do so.

V. DOCUMENTATION

Your continuation in service will also be subject to satisfactory verification of your credentials/testimonials etc.

You have reviewed the Policies of Institute and made yourself agreeable to the Code of Conduct of Institute.

The Institute/ Society has the right and entitlement to amend and alter the Policy and Code of Conduct, as applicable and the amended/altered Policy and Code of Conduct shall be binding upon you.

VI. CONFIDENTIALITY

You understand that retaining the confidential nature of information is of utmost importance to the conduct of affairs of the Institute/ Society. The confidential information made available to you during your employment may include valuable trade secrets and business practices and teaching modules belonging to Institute/ Society.

You must hold all confidential information in strictest confidence, and not share or disclose it to any third parties or use it except in routine course of performance of your duties at the Institute. Any authorised copying or replication of the same, would amount to fundamental breach of the terms of the employment.

You must return all confidential information, including any copies, summaries or compilations of any confidential information, to the Institute/ Society upon the termination of your employment. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination, including seeking damages against you. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

VII. CONFLICT OF INTEREST

You are expected to carry out your duties and responsibilities diligently and shall at all times safeguard the interest of the Institute/ Society regards


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The Technological Institute
Page 4 of 9
BHIWANI

conflict of interest as a severe act of indiscipline, which may lead to dismissal of your service.

During employment with Institute, you are required to devote yourself exclusively to the services of Institute and shall not engage in any other business or occupation without prior written consent of your direct report.

VIII. LEAVE

You will be entitled to Annual Leave and Public Holidays. The Institute/ Society has the sole right to determine the number of Annual Leave and which of the Public holidays to be declared as holiday. Should the work exigency require you to work during these days, you would be mandated to work.

The rules and regulations governing the terms of these leaves provisions will be based on the Institute/ Society policy which aligns to applicable statutory provisions, which may be amended from time to time by the Institute/ Society on behalf of the statutory body and the Institute/ Society.

The Institute/ Society shall have the right and entitlement to curtail and restrict the leave and the entitlement to the leaves, when the situation so warrant.

You will be eligible to exercise your annual leave only after successful completion of your probation period. In case you avail leave without information, it will be deemed repudiation of the employment contract by you. The Institute/ Society, at its sole discretion, reserves the right to terminate your employment in that event.

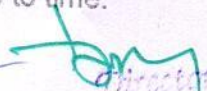
Director, of his duly authorised officer of the Institute/ Society must approve all leaves in advance prior to your proceeding with the vacation leaves.

IX. INSTITUTE POLICIES

During your employment, you will be bound by the Institute's policies and procedures, rules and regulations, Code of Conduct, which may be framed and enforced from time to time, or as laid by the management of the Institute/ Society.

Institute/ Society reserves the right to amend or delete or augment these at its sole discretion without any notice thereof. You are expected to observe and to comply with all existing rules and regulations which are deemed to be the terms and conditions governing your employment and with all the future rules and regulations, policies and procedures which may be laid down by the management of the Institute/ Society from time to time.


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Director
The Technological Institute of Textile & Sciences
Page 5 of 9

X. MEDICAL FITNESS

Your appointment and its continuation is subject to your being medically fit. The Institute/ Society reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Institute/ Society and in the event, the Institute/ Society determines your unfitness for the role, the Institute/ Society at its sole discretion, may terminate your services.

XI. JOB RESPONSIBILITY

A copy of your Job Description will be given to you on your joining duty and you will perform your assigned duties as per the position guideline detailed by the management of the Institute/ Society. Any violation or breach by you may warrant the Institute/ Society to take strict actions against you, including terminating your services with the Institute/ Society.

You agree that at the sole discretion of the Institute/ Society, you may be posted or transferred to work in any of the establishment, departments, offices or works of the Institute/ Society, Society, association or organization whatsoever with which the Institute/ Society may have any official connection in India or outside India.

The Institute/ Society shall have the right to change the timing of your employment at any time.

The Institute/ Society shall have the right to assign you any job work for gains by the Institute/ Society.

Further,

- (a) The Institute/ Society may require from you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and the you will be bound to carry out such functions.
- (b) Yours's individual remuneration is purely a matter between you and the Institute/ Society and has been arrived at based on your job, skills, specific background and professional merit. Accordingly, the salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- (c) You shall while serving the Institute/ Society shall work diligently and maintain professional decorum with other employees of the Institute/ Society.
- (d) You shall not (except in the normal course of the Institute/ Society business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including


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magazine publication relating to the Institute/ Society products or to any matter with which the Institute/ Society may be concerned, unless you have previously applied to and obtained the written permission from the Institute/ Society.

- (e) You will have to reside at Bhiwani, i.e the head-quarter of the Institute and you will have to arrange your own accommodation in the city.
- (f) You shall maintain and keep in safe custody such as Computer and related accessories, measuring instruments, safety equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
- (g) You shall inform the Institute/ Society of any changes in his/her personal data within 3 days of the occurrence of such change.
- (h) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered personally or sent by post at the address, as recorded in the Institute/ Society.
- (i) You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Institute/ Society /any of its personnel are not responsible for the same.
- (j) You shall upon separation/termination from the services of the Institute/ Society, return to the Institute/ Society all Institute/ Society property and proprietary information in his possession, affect a proper hand over of the charge of your work area, section or department as the case may be and settle all outstanding financial obligations with the Institute/ Society including, but not limited to, settlement of any salary, expenses, advances, loans etc. The Institute/ Society reserves the right to adjust any payment (excepting those barred under law / statute) due to the Institute/ Society from the final separation pay cheque.
- (k) You shall be subject to, Institute/ Society policies contained in the policy manual and other similar documents, as amended from time to time and you shall comply with these policies.
- (k) Should there arise any situations/circumstances or be brought to the attention of Institute/ Society, of your default or breach of any term of your employment, the Institute/ Society reserves the right to claim compensation/damages from you for such an act committed by you, including entitling the Institute/ Society to withhold any benefits or salary payable to you.


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Director
The Technological Institute of Textile & Sciences
BHIWANI
Page 7 of 9

XII. REPORTING

You will report to the Director of the Institute or any other official assigned by the reporting authority.

XIII. TAXATION

You will be responsible for meeting all requirements under Indian tax laws, including tax compliance and filing of tax returns.

Institute/ Society may withhold from any compensation or benefits payable all central, state, city or other taxes as may be required pursuant to any law or governmental regulation or ruling.

This contract will come to an end in a force majeure event without any notice

XIV NON-DISCLOSURE AND NON-SOLICITATION

It is specifically agreed by you that you shall not join or accept employment with another Institute/ Society which has a business/trade similar to that of Institute/ Society for a period of 1 years from date of cessation of employment with the Institute/ Society, unless approved by the Institute/ Society, in writing.


You will have access to certain confidential or proprietary information pertaining to the Institute/ Society and its businesses, policies and trade secrets. You hereby covenant, agrees and undertakes not to use any Confidential Information for any purpose except as may be required to render the Services at Institute. You agree not to disclose any Confidential Information to any third parties either intentionally or unintentionally. Should any of these situations be brought to the attention of Institute/ Society, the Institute/ Society reserves the right to claim compensation/damages from the employee concerned for such an act committed by the employee.

ACCEPTANCE

The terms of this offer supersede any other agreements or promises, written or oral, made to you by anyone on behalf of the Institute/ Society and you acknowledge that you have not relied upon any other written or verbal discussions concerning employment with Institute/ Society.

The Institute/ Society reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation and policies at the sole discretion of the Institute/ Society. Changes are effective as of the date of their occurrence.


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OF TEXTILE & SCIENCES, BHIWANI


Director,
The Technological Institute of Textile & Sciences,
BHIWANI

If you choose to accept our offer pursuant to the terms above, please sign this offer letter and Annexure and return both original, signed documents. Please keep copies of all signed documents for your own files.

We look forward to welcoming you as part of the Institute team. The opportunities for professional and personal growth at the Institute are great and we believe your contributions will greatly increase the likelihood of our organization's continued success.

Yours faithfully,

DIRECTOR

I have read and fully understood the terms and conditions of my employment. I hereby agree to accept the offer as Assistant Professor (BBA) at Institute and shall abide the terms and conditions as stipulated above.

Accepted: Yes Srishti

Date: 20/10/2023

Name	Srishti
Designation	Assistant Professor (BBA)
Date of Joining	02.11.2023

CC; College Estt. Section, HA/Time Office, Personal File


Director
The Technological Institute of Textile & Sciences
Bhiwani


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI

To
The Director
The Technological Institute of Textile & Sciences
Broda Colony, Bhivani-124001

Subject:- An Intimation for Joining on Duty as on 3.10.2023

Respected Sir,

I am writing to formally accept your offer to join in the Technological Institute of Textile & Sciences as an Assistant Professor (MBA) in Department of Management. With reference to the appointment letter P/Form/23/2010 dated on 29 September, 2023 sent by you. I will be joining your esteemed academic institution as an Assistant Professor in the Department of Management with effect from 3.10.2023. I assure you that my educational background & work experience will help me contribute as an educator to your esteemed institution.

Yours sincerely

[Signature]
3/10/23

[Signature]
(Gurjant Bhayana)
Assistant Professor (MBA)
Department of Management
(TIT & S)
Bhivani.

[Signature]
IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI

Yes
[Signature]
3/10/23

[Signature]
The Technological Institute of Textile & Sciences
Bhivani



THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (F) & 12 (B), NAAC B++
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Prof. (Dr)-Ing G K Tyagi
Ph.D (Tech), M.Tech, FTA(I)
MBA, B.Text (Tech), B.Sc
Director

September 29, 2023

Ref: P/Form/23/2010-2012

Ms Gunjan Bhayana,
D/o Sh. Satpal Bhayana
H No. 237/8, Shivaji Colony, Near
Tikona Park,
Rohtak -124001

Dear Ms Gunjan,

Sub: Appointment as Assistant Professor (MBA)

We are pleased to offer you an appointment with The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana for the above position with effect from 03.10.2023 on the following terms and conditions:


I. EMOLUMENTS

You will be paid a starting basic pay of Rs. 15,600/- p.m. in the Pay Scale of Rs 15600-39100 plus AGP of Rs 6000/- and allowance as prescribed by the College Managing Committee from time to time. You will be governed by the rules and regulations of The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana ("Institute"), as applicable, enforced, varied, amended or altered from time to time during your employment.

II. PROBATION AND CONFIRMATION

You will be on probation for a period of 2 years from the date of your joining. On expiry of the probationary period, it is open for the Institute/Society, either to confirm your services or extend your probationary period.


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Director
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Page 1 of 9

You shall be issued a formal letter of confirmation on satisfactory completion of probationary period or the extended period of probation, as the case may be. You will be deemed to be on probation until so confirmed in writing.

Your appointment is subject to confirmation by the Managing Committee of the Institute and subject to approval by the affiliating University.

During the probationary period, or the extended probationary period, your services may be terminated by the Institute without assigning any reason, without any notice or salary in lieu thereof.

Should you decide to leave the services of the Institute during the Probationary period, you are required to serve a notice period of 1 month or payment in lieu of notice.

You shall superannuate/retire from the services, subject to compliance of the terms of your employment, on attaining the age of 60 years. The date of birth, as stated in official documents and as accepted by the Institute/ Society, shall be taken conclusively of the same. On attaining the age of 60, your employment with the Institute/ Society shall cease automatically and you shall not be entitled to any benefits from the Institute/Society.

The Institute/ Society has the right and authority to reduce the age of superannuation at any time and that the same would be binding on you. The Institute/Society shall have the right to enforce voluntary retirement of yours, at any time, without any objection or cause.

III. NOTICE PERIOD

Following the successful completion of the Probationary period and receipt of confirmation in writing, your employment will be confirmed, by the Institute/ Society.

Post confirmation, either party may terminate by giving three (3) months' notice without assigning any reason in writing.

During this notice period, you are not permitted to contra off any type of leave in lieu of such notice period. You are required to serve full notice period and fulfil your professional duties / obligations for the entire duration of the notice period.

The Institute/ Society reserves the right, if circumstances so necessitate, to relieve you on a date prior to the date of expiry of the stipulated notice period without paying you salary, allowances or any entitlements whatsoever in lieu of the unexpired portion of the notice period.


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Director
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BHIWANI


IV. TERMINATION

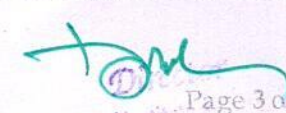
The Institute/ Society shall have the right to terminate your services, at its discretion, without any notice or payment in lieu thereof on the following amongst other circumstances / event taking place:

- i. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this contract or fail to comply with the Institute's policies and code of conduct; or
- ii. You are found guilty of any misdemeanour whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent and illegal acts, accused of heinous crime, etc.) or commit any act which in the opinion of Institute is likely to bring the Institute/ Society any disrepute whether or not such act is directly related to the affairs of the Institute/ Society; or
- iii. You commit any breach of any of your duties or obligations under this contract or as outlined in the policies of the Institute; or
- iv. You are found at any time misusing the Institute/ Society information/ documents/policies/properties, in any manner not warranted as an employee of the Institute, with any person, not required to be made known; or
- v. There is any discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you or as obtained by the Institute/ Society; and
- vi. In case you absent yourself from duty for 7 days without prior approval of Institute/ Society, you shall be deemed to have abandoned your services. Such abandonment of employment shall be deemed as cessation of our relationship, whereby the Institute/ Society shall be under no liability here under or otherwise to pay any salary, allowances or any entitlements.

Notwithstanding the above, if there arises any unprecedented event or circumstances, which in the opinion of the Institute/ Society warrants the Institute/ to take any action including sending you on compulsory leave without salary and any benefits or terminating your services forthwith without any salary and any benefits, the Institute/ Society shall be entitled to take such actions and/or decisions.

Further, the Institute/ Society shall have the right and entitlement to suspend your services or your wages, if the situation so arise, as


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Page 3 of 9
The Technological Institute
BHIWANI

warranted by the Institute/ Society. If the circumstances warrant and the Institute/ Society feels that the wages/emoluments entitled to you, require to be reduced or decreased, the Institute/ Society shall be entitled to do so.

V. DOCUMENTATION

Your continuation in service will also be subject to satisfactory verification of your credentials/testimonials etc.

You have reviewed the Policies of Institute and made yourself agreeable to the Code of Conduct of Institute.

The Institute/ Society has the right and entitlement to amend and alter the Policy and Code of Conduct, as applicable and the amended/alterd Policy and Code of Conduct shall be binding upon you.

VI. CONFIDENTIALITY

You understand that retaining the confidential nature of information is of utmost importance to the conduct of affairs of the Institute/ Society. The confidential information made available to you during your employment may include valuable trade secrets and business practices and teaching modules belonging to Institute/ Society.

You must hold all confidential information in strictest confidence, and not share or disclose it to any third parties or use it except in routine course of performance of your duties at the Institute. Any authorised copying or replication of the same, would amount to fundamental breach of the terms of the employment.

You must return all confidential information, including any copies, summaries or compilations of any confidential information, to the Institute/ Society upon the termination of your employment. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination, including seeking damages against you . Your obligations under this paragraph will continue in effect beyond the termination of your employment.

VII. CONFLICT OF INTEREST

You are expected to carry out your duties and responsibilities diligently and shall at all times safeguard the interest of the Institute/ Society regards conflict of interest as a severe act of indiscipline, which may lead to dismissal of your service.


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OF TEXTILE & SCIENCES, BHIWANI


The Technological Institute of Textile & Sciences, Bhiwani
Page 4 of 9

During employment with Institute, you are required to devote yourself exclusively to the services of Institute and shall not engage in any other business or occupation without prior written consent of your direct report.

VIII. LEAVE

You will be entitled to Annual Leave and Public Holidays. The Institute/ Society has the sole right to determine the number of Annual Leave and which of the Public holidays to be declared as holiday. Should the work exigency require you to work during these days, you would be mandated to work.

The rules and regulations governing the terms of these leaves provisions will be based on the Institute/ Society policy which aligns to applicable statutory provisions, which may be amended from time to time by the Institute/ Society on behalf of the statutory body and the Institute/ Society.

The Institute/ Society shall have the right and entitlement to curtail and restrict the leave and the entitlement to the leaves, when the situation so warrant.

You will be eligible to exercise your annual leave only after successful completion of your probation period. In case you avail leave without information, it will be deemed repudiation of the employment contract by you. The Institute/ Society, at its sole discretion, reserves the right to terminate your employment in that event.

Director, of his duly authorised officer of the Institute/ Society must approve all leaves in advance prior to your proceeding with the vacation leaves.

IX. INSTITUTE POLICIES

During your employment, you will be bound by the Institute's policies and procedures, rules and regulations, Code of Conduct, which may be framed and enforced from time to time, or as laid by the management of the Institute/ Society.

Institute/ Society reserves the right to amend or delete or augment these at its sole discretion without any notice thereof. You are expected to observe and to comply with all existing rules and regulations which are deemed to be the terms and conditions governing your employment and with all the future rules and regulations, policies and procedures which may be laid down by the management of the Institute/ Society from time to time.


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BHIWANI

X. MEDICAL FITNESS

Your appointment and its continuation is subject to your being medically fit. The Institute/ Society reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Institute/ Society and in the event, the Institute/ Society determines your unfitness for the role, the Institute/ Society at its sole discretion, may terminate your services.

XI. JOB RESPONSIBILITY

A copy of your Job Description will be given to you on your joining duty and you will perform your assigned duties as per the position guideline detailed by the management of the Institute/ Society. Any violation or breach by you may warrant the Institute/ Society to take strict actions against you, including terminating your services with the Institute/ Society.

You agree that at the sole discretion of the Institute/ Society, you may be posted or transferred to work in any of the establishment, departments, offices or works of the Institute/ Society, Society, association or organization whatsoever with which the Institute/ Society may have any official connection in India or outside India.

The Institute/ Society shall have the right to change the timing of your employment at any time.

The Institute/ Society shall have the right to assign you any job work for gains by the Institute/ Society.

Further,

- (a) The Institute/ Society may require from you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and the you will be bound to carry out such functions.
- (b) Yours's individual remuneration is purely a matter between you and the Institute/ Society and has been arrived at based on your job, skills, specific background and professional merit. Accordingly, the salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- (c) You shall while serving the Institute/ Society shall work diligently and maintain professional decorum with other employees of the Institute/ Society.
- (d) You shall not (except in the normal course of the Institute/ Society business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Institute/ Society products or to


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any matter with which the Institute/ Society may be concerned, unless you have previously applied to and obtained the written permission from the Institute/ Society.

- (e) You will have to reside at Bhiwani, i.e the head-quarter of the Institute and you will have to arrange your own accommodation in the city.
- (f) You shall maintain and keep in safe custody such as Computer and related accessories, measuring instruments, safety equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
- (g) You shall inform the Institute/ Society of any changes in his/her personal data within 3 days of the occurrence of such change.
- (h) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered personally or sent by post at the address, as recorded in the Institute/ Society.
- (i) You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Institute/ Society /any of its personnel are not responsible for the same.
- (j) You shall upon separation/termination from the services of the Institute/ Society, return to the Institute/ Society all Institute/ Society property and proprietary information in his possession, affect a proper hand over of the charge of your work area, section or department as the case may be and settle all outstanding financial obligations with the Institute/ Society including, but not limited to, settlement of any salary, expenses, advances, loans etc. The Institute/ Society reserves the right to adjust any payment (excepting those barred under law / statute) due to the Institute/ Society from the final separation pay cheque.
- (k) You shall be subject to, Institute/ Society policies contained in the policy manual and other similar documents, as amended from time to time and you shall comply with these policies.
- (k) Should there arise any situations/circumstances or be brought to the attention of Institute/ Society, of your default or breach of any term of your employment, the Institute/ Society reserves the right to claim compensation/damages from you for such an act committed by you, including entitling the Institute/ Society to withhold any benefits or salary payable to you.


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XII. REPORTING

You will report to the Director of the Institute or any other official assigned by the reporting authority.

XIII. TAXATION

You will be responsible for meeting all requirements under Indian tax laws, including tax compliance and filing of tax returns.

Institute/ Society may withhold from any compensation or benefits payable all central, state, city or other taxes as may be required pursuant to any law or governmental regulation or ruling.

This contract will come to an end in a force majeure event without any notice

XIV NON-DISCLOSURE AND NON-SOLICITATION

It is specifically agreed by you that you shall not join or accept employment with another Institute/ Society which has a business/trade similar to that of Institute/ Society for a period of 1 years from date of cessation of employment with the Institute/ Society, unless approved by the Institute/ Society, in writing.

You will have access to certain confidential or proprietary information pertaining to the Institute/ Society and its businesses, policies and trade secrets. You hereby covenant, agrees and undertakes not to use any Confidential Information for any purpose except as may be required to render the Services at Institute. You agree not to disclose any Confidential Information to any third parties either intentionally or unintentionally. Should any of these situations be brought to the attention of Institute/ Society, the Institute/ Society reserves the right to claim compensation/damages from the employee concerned for such an act committed by the employee.

ACCEPTANCE

The terms of this offer supersede any other agreements or promises, written or oral, made to you by anyone on behalf of the Institute/ Society and you acknowledge that you have not relied upon any other written or verbal discussions concerning employment with Institute/ Society.

The Institute/ Society reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation and policies at the sole discretion of the Institute/ Society. Changes are effective as of the date of their occurrence.


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If you choose to accept our offer pursuant to the terms above, please sign this offer letter and Annexure and return both original, signed documents. Please keep copies of all signed documents for your own files.

We look forward to welcoming you as part of the Institute team. The opportunities for professional and personal growth at the Institute are great and we believe your contributions will greatly increase the likelihood of our organization's continued success.

Yours faithfully,


DIRECTOR

I have read and fully understood the terms and conditions of my employment. I hereby agree to accept the offer as Assistant Professor (MBA) at Institute and shall abide the terms and conditions as stipulated above.


Accepted: Gunjan

Date: 29/09/2023

Name	Gunjan Bhayana
Designation	Assistant Professor (MBA)
Date of Joining	03.10.2023

CC: College Estt. Section, HA/Time Office, Personal File

Received


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Director
The Technological Institute of Fertilis & Sciences
BHIWANI

THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (F) & 12 (B), NAAC B++
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Prof. (Dr)-Ing G K Tyagi
Ph.D (Tech), M.Tech, FTA(I)
MBA, B.Text (Tech), B.Sc
Director

October 20, 2023

Ref : P/ 531 /23/ 2206 - 2208

Ms Ritu Sharma,
SB 85, Near Shiv Mandir,
New Bharat Nagar,
Bhiwani - 127 021

Dear Ms Ritu,

Sub: Appointment as Assistant Professor (Textile Technology)

We are pleased to offer you an appointment with The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana for the above position with effect from 02.11.2023 on the following terms and conditions:

I. EMOLUMENTS

You will be paid a starting basic pay of Rs. 15,600/- p.m. in the Pay Scale of Rs 15600-39100 plus AGP of Rs 6000/- and allowance as prescribed by the College Managing Committee from time to time. You will be governed by the rules and regulations of The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana ("Institute"), as applicable, enforced, varied, amended or altered from time to time during your employment.

II. PROBATION AND CONFIRMATION

You will be on probation for a period of 2 years from the date of your joining. On expiry of the probationary period, it is open for the Institute/Society, either to confirm your services or extend your probationary period.

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E & SCIENCES, BHIWANI

Director
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You shall be issued a formal letter of confirmation on satisfactory completion of probationary period or the extended period of probation, as the case may be. You will be deemed to be on probation until so confirmed in writing.

Your appointment is subject to confirmation by the Managing Committee of the Institute and subject to approval by the affiliating University.

During the probationary period, or the extended probationary period, your services may be terminated by the Institute without assigning any reason, without any notice or salary in lieu thereof.

Should you decide to leave the services of the Institute during the Probationary period, you are required to serve a notice period of 1 month or payment in lieu of notice.

You shall superannuate/retire from the services, subject to compliance of the terms of your employment, on attaining the age of 60 years. The date of birth, as stated in official documents and as accepted by the Institute/Society, shall be taken conclusively of the same. On attaining the age of 60, your employment with the Institute/ Society shall cease automatically and you shall not be entitled to any benefits from the Institute/Society.

The Institute/ Society has the right and authority to reduce the age of superannuation at any time and that the same would be binding on you. The Institute/Society shall have the right to enforce voluntary retirement of yours, at any time, without any objection or cause.

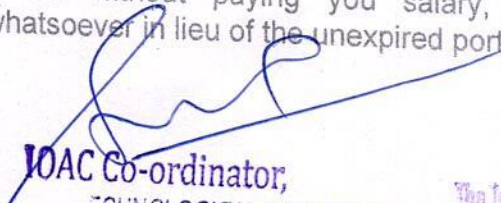
III. NOTICE PERIOD

Following the successful completion of the Probationary period and receipt of confirmation in writing, your employment will be confirmed, by the Institute/ Society.

Post confirmation, either party may terminate by giving three (3) months' notice without assigning any reason in writing.

During this notice period, you are not permitted to contra off any type of leave in lieu of such notice period. You are required to serve full notice period and fulfil your professional duties / obligations for the entire duration of the notice period.

The Institute/ Society reserves the right, if circumstances so necessitate, to relieve you on a date prior to the date of expiry of the stipulated notice period without paying you salary, allowances or any entitlements whatsoever in lieu of the unexpired portion of the notice period.


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IV. TERMINATION

The Institute/ Society shall have the right to terminate your services, at its discretion, without any notice or payment in lieu thereof on the following amongst other circumstances / event taking place:

- i. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this contract or fail to comply with the Institute's policies and code of conduct; or
- ii. You are found guilty of any misdemeanour whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent and illegal acts, accused of heinous crime, etc.) or commit any act which in the opinion of Institute is likely to bring the Institute/ Society any disrepute whether or not such act is directly related to the affairs of the Institute/ Society; or
- iii. You commit any breach of any of your duties or obligations under this contract or as outlined in the policies of the Institute; or
- iv. You are found at any time misusing the Institute/ Society information/ documents/policies/properties, in any manner not warranted as an employee of the Institute, with any person, not required to be made known; or
- v. There is any discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you or as obtained by the Institute/ Society; and
- vi. In case you absent yourself from duty for 7 days without prior approval of Institute/ Society, you shall be deemed to have abandoned your services. Such abandonment of employment shall be deemed as cessation of our relationship, whereby the Institute/ Society shall be under no liability here under or otherwise to pay any salary, allowances or any entitlements.

Notwithstanding the above, if there arises any unprecedented event or circumstances, which in the opinion of the Institute/ Society warrants the Institute/ to take any action including sending you on compulsory leave without salary and any benefits or terminating your services forthwith without any salary and any benefits, the Institute/ Society shall be entitled to take such actions and/or decisions.


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Further, the Institute/ Society shall have the right and entitlement to suspend your services or your wages, if the situation so arise, as warranted by the Institute/ Society. If the circumstances warrant and the Institute/ Society feels that the wages/emoluments entitled to you, require to be reduced or decreased, the Institute/ Society shall be entitled to do so.

V. DOCUMENTATION

Your continuation in service will also be subject to satisfactory verification of your credentials/testimonials etc.

You have reviewed the Policies of Institute and made yourself agreeable to the Code of Conduct of Institute.

The Institute/ Society has the right and entitlement to amend and alter the Policy and Code of Conduct, as applicable and the amended/alterd Policy and Code of Conduct shall be binding upon you.

VI. CONFIDENTIALITY

You understand that retaining the confidential nature of information is of utmost importance to the conduct of affairs of the Institute/ Society. The confidential information made available to you during your employment may include valuable trade secrets and business practices and teaching modules belonging to Institute/ Society.


You must hold all confidential information in strictest confidence, and not share or disclose it to any third parties or use it except in routine course of performance of your duties at the Institute. Any authorised copying or replication of the same, would amount to fundamental breach of the terms of the employment.

You must return all confidential information, including any copies, summaries or compilations of any confidential information, to the Institute/ Society upon the termination of your employment. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination, including seeking damages against you . Your obligations under this paragraph will continue in effect beyond the termination of your employment.

VII. CONFLICT OF INTEREST

You are expected to carry out your duties and responsibilities diligently and shall at all times safeguard the interest of the Institute/ Society regards


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conflict of interest as a severe act of indiscipline, which may lead to dismissal of your service.

During employment with Institute, you are required to devote yourself exclusively to the services of Institute and shall not engage in any other business or occupation without prior written consent of your direct report.

VIII. LEAVE

You will be entitled to Annual Leave and Public Holidays. The Institute/ Society has the sole right to determine the number of Annual Leave and which of the Public holidays to be declared as holiday. Should the work exigency require you to work during these days, you would be mandated to work.

The rules and regulations governing the terms of these leaves provisions will be based on the Institute/ Society policy which aligns to applicable statutory provisions, which may be amended from time to time by the Institute/ Society on behalf of the statutory body and the Institute/ Society.

The Institute/ Society shall have the right and entitlement to curtail and restrict the leave and the entitlement to the leaves, when the situation so warrant.

You will be eligible to exercise your annual leave only after successful completion of your probation period. In case you avail leave without information, it will be deemed repudiation of the employment contract by you. The Institute/ Society, at its sole discretion, reserves the right to terminate your employment in that event.

Director, or his duly authorised officer of the Institute/ Society must approve all leaves in advance prior to your proceeding with the vacation leaves.

IX. INSTITUTE POLICIES

During your employment, you will be bound by the Institute's policies and procedures, rules and regulations, Code of Conduct, which may be framed and enforced from time to time, or as laid by the management of the Institute/ Society.

Institute/ Society reserves the right to amend or delete or augment these at its sole discretion without any notice thereof. You are expected to observe and to comply with all existing rules and regulations which are deemed to be the terms and conditions governing your employment and with all the future rules and regulations, policies and procedures which may be laid down by the management of the Institute/ Society from time to time.


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XII. REPORTING

You will report to the Director of the Institute or any other official assigned by the reporting authority.

XIII. TAXATION

You will be responsible for meeting all requirements under Indian tax laws, including tax compliance and filing of tax returns.

Institute/ Society may withhold from any compensation or benefits payable all central, state, city or other taxes as may be required pursuant to any law or governmental regulation or ruling.

This contract will come to an end in a force majeure event without any notice

XIV NON-DISCLOSURE AND NON-SOLICITATION

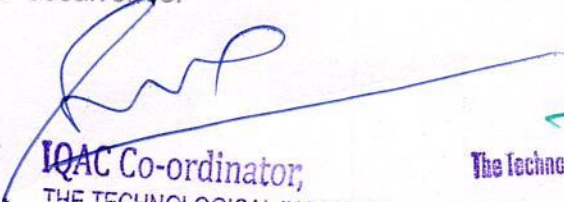
It is specifically agreed by you that you shall not join or accept employment with another Institute/ Society which has a business/trade similar to that of Institute/ Society for a period of 1 years from date of cessation of employment with the Institute/ Society, unless approved by the Institute/ Society, in writing.

You will have access to certain confidential or proprietary information pertaining to the Institute/ Society and its businesses, policies and trade secrets. You hereby covenant, agrees and undertakes not to use any Confidential Information for any purpose except as may be required to render the Services at Institute. You agree not to disclose any Confidential Information to any third parties either intentionally or unintentionally. Should any of these situations be brought to the attention of Institute/ Society, the Institute/ Society reserves the right to claim compensation/damages from the employee concerned for such an act committed by the employee.

ACCEPTANCE

The terms of this offer supersede any other agreements or promises, written or oral, made to you by anyone on behalf of the Institute/ Society and you acknowledge that you have not relied upon any other written or verbal discussions concerning employment with Institute/ Society.

The Institute/ Society reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation and policies at the sole discretion of the Institute/ Society. Changes are effective as of the date of their occurrence.



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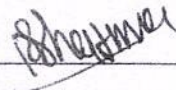
If you choose to accept our offer pursuant to the terms above, please sign this offer letter and Annexure and return both original, signed documents. Please keep copies of all signed documents for your own files.

We look forward to welcoming you as part of the Institute team. The opportunities for professional and personal growth at the Institute are great and we believe your contributions will greatly increase the likelihood of our organization's continued success.

Yours faithfully,


DIRECTOR

I have read and fully understood the terms and conditions of my employment. I hereby agree to accept the offer as Assistant Professor (Textile Technology) at Institute and shall abide the terms and conditions as stipulated above.

Accepted: yes 

Date: 20/10/23

Name	Ritu Sharma
Designation	Assistant Professor (Textile Technology)
Date of Joining	02.11.2023

CC; College Estt. Section, HA/Time Office, Personal File






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THE TECHNOLOGICAL INSTITUTE
EXTILE & SCIENCES, BHIWANI


The Technological Institute of Textile & Sciences
BHIWANI

OK



Director TIT&S <director@titsbhiwani.ac.in>

Appointment as Associate Professor (ECE)

Dr. Mukesh Kumar <mail2mukeshsharma@gmail.com>
To: Director TIT&S <director@titsbhiwani.ac.in>

Wed, Nov 22, 2023 at 4:17 PM

Dear Respected Sir,

I would like to thank you for the job offer for the post of Associate Professor (Electronics and Communication Engineering) department that has been offered to me. It makes me more than happy to be able to work for The Technological Institute of Textile & Sciences.

Please consider this email as my formal acceptance letter.

I will join your prestigious institution on December 20th, 2023.

Thank You.

Regards,

[Quoted text hidden]

Dr. Mukesh Kumar
Assistant Professor
Department of Electronics and Communication Engineering
Punjab Engineering College (Deemed to be University),
Sector 12, Chandigarh-160012
India

*OFFICE
for record, hlz
to*

[Signature]
IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI

[Signature]
Director
The Technological Institute of Textile & Sciences
BHIWANI

THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (F) & 12 (B), NAAC B++
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Prof. (Dr)-Ing G K Tyagi
Ph.D (Tech), M.Tech, FTA(I)
MBA, B.Text (Tech), B.Sc
Director

November 20, 2023

Ref : P/Form/23/ 2259-2261

Dr. Mukesh Kumar,
H.No. 2520, Sector 9-11,
Hisar 125 001 (Haryana)

Dear Dr. Mukesh,

Sub: Appointment as Associate Professor (Electronics & Comm. Engg.)

We are pleased to offer you an appointment with The Technological Institute of Textile & Sciences Birla Colony, Bhiwani, Haryana for the above position with effect from December 20, 2023 on the following terms and conditions:

I. EMOLUMENTS

You will be paid a starting Basic Pay of Rs 37,400/- p.m. in the pay scale of Rs 37400-67000, with AGP of Rs 9000/- and allowance as prescribed by the College Managing Committee from time to time.

You will be governed by the rules and regulations of The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana ("Institute"), as applicable, enforced, varied, amended or altered from time to time during your employment.

II. PROBATION AND CONFIRMATION

You will be on probation for a period of 2 years from the date of your joining. On expiry of the probationary period, it is open for the Institute/Society, either to confirm your services or extend your probationary period.

You shall be issued a formal letter of confirmation on satisfactory completion of probationary period or the extended period of probation, as


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Director,
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BHIWANI

the case may be. You will be deemed to be on probation until so confirmed in writing.

Your appointment is subject to confirmation by the Managing Committee of the Institute and subject to approval by the affiliating University.

During the probationary period, or the extended probationary period, your services may be terminated by the Institute without assigning any reason, without any notice or salary in lieu thereof.

Should you decide to leave the services of the Institute during the Probationary period, you are required to serve a notice period of 1 month or payment in lieu of notice.

You shall superannuate/retire from the services, subject to compliance of the terms of your employment, on attaining the age of 60 years. The date of birth, as stated in official documents and as accepted by the Institute/ Society, shall be taken conclusively of the same. On attaining the age of 60, your employment with the Institute/ Society shall cease automatically and you shall not be entitled to any benefits from the Institute/Society.

The Institute/ Society has the right and authority to reduce the age of superannuation at any time and that the same would be binding on you. The Institute/Society shall have the right to enforce voluntary retirement of yours, at any time, without any objection or cause.

III. NOTICE PERIOD


Following the successful completion of the Probationary period and receipt of confirmation in writing, your employment will be confirmed, by the Institute/ Society.

Post confirmation, either party may terminate by giving three (3) months' notice without assigning any reason in writing.

During this notice period, you are not permitted to contra off any type of leave in lieu of such notice period. You are required to serve full notice period and fulfil your professional duties / obligations for the entire duration of the notice period.

The Institute/ Society reserves the right, if circumstances so necessitate, to relieve you on a date prior to the date of expiry of the stipulated notice period without paying you salary, allowances or any entitlements whatsoever in lieu of the unexpired portion of the notice period.


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services forthwith without any salary and any benefits, the Institute/ Society shall be entitled to take such actions and/or decisions.

Further, the Institute/ Society shall have the right and entitlement to suspend your services or your wages, if the situation so arise, as warranted by the Institute/ Society. If the circumstances warrant and the Institute/ Society feels that the wages/emoluments entitled to you, require to be reduced or decreased, the Institute/ Society shall be entitled to do so.

V. DOCUMENTATION

Your continuation in service will also be subject to satisfactory verification of your credentials/testimonials etc.

You have reviewed the Policies of Institute and made yourself agreeable to the Code of Conduct of Institute.


The Institute/ Society has the right and entitlement to amend and alter the Policy and Code of Conduct, as applicable and the amended/alterd Policy and Code of Conduct shall be binding upon you.

VI. CONFIDENTIALITY

You understand that retaining the confidential nature of information is of utmost importance to the conduct of affairs of the Institute/ Society. The confidential information made available to you during your employment may include valuable trade secrets and business practices and teaching modules belonging to Institute/ Society.

You must hold all confidential information in strictest confidence, and not share or disclose it to any third parties or use it except in routine course of performance of your duties at the Institute. Any authorised copying or replication of the same, would amount to fundamental breach of the terms of the employment.

You must return all confidential information, including any copies, summaries or compilations of any confidential information, to the Institute/ Society upon the termination of your employment. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination, including seeking damages against you. Your obligations under this paragraph will continue in effect beyond the termination of your employment.


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textile & Sciences
BHIWANI

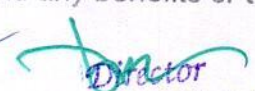
IV. TERMINATION

The Institute/ Society shall have the right to terminate your services, at its discretion, without any notice or payment in lieu thereof on the following amongst other circumstances / event taking place:

- i. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this contract or fail to comply with the Institute's policies and code of conduct; or
- ii. You are found guilty of any misdemeanour whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent and illegal acts, accused of heinous crime, etc.) or commit any act which in the opinion of Institute is likely to bring the Institute/ Society any disrepute whether or not such act is directly related to the affairs of the Institute/ Society; or
- iii. You commit any breach of any of your duties or obligations under this contract or as outlined in the policies of the Institute; or
- iv. You are found at any time misusing the Institute/ Society information/ documents/policies/properties, in any manner not warranted as an employee of the Institute, with any person, not required to be made known; or
- v. There is any discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you or as obtained by the Institute/ Society; and
- vi. In case you absent yourself from duty for 7 days without prior approval of Institute/ Society, you shall be deemed to have abandoned your services. Such abandonment of employment shall be deemed as cessation of our relationship, whereby the Institute/ Society shall be under no liability here under or otherwise to pay any salary, allowances or any entitlements.

Notwithstanding the above, if there arises any unprecedented event or circumstances, which in the opinion of the Institute/ Society warrants the Institute/ to take any action including sending you on compulsory leave without salary and any benefits or terminating your


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THE TECHNOLOGICAL INSTITUTE
TEXTILE & SCIENCES VI


Director
The Technological Institute of Textile & Sciences
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VII. CONFLICT OF INTEREST

You are expected to carry out your duties and responsibilities diligently and shall at all times safeguard the interest of the Institute/ Society. Institute/ Society regards conflict of interest as a severe act of indiscipline, which may lead to dismissal of your service.

During employment with Institute, you are required to devote yourself exclusively to the services of Institute and shall not engage in any other business or occupation without prior written consent of your direct report.

VIII. LEAVE

You will be entitled to Annual Leave and Public Holidays. The Institute/ Society has the sole right to determine the number of Annual Leave and which of the Public holidays to be declared as holiday. Should the work exigency require you to work during these days, you would be mandated to work.

The rules and regulations governing the terms of these leaves provisions will be based on the Institute/ Society policy which aligns to applicable statutory provisions, which may be amended from time to time by the Institute/ Society on behalf of the statutory body and the Institute/ Society.

The Institute/ Society shall have the right and entitlement to curtail and restrict the leave and the entitlement to the leaves, when the situation so warrant.

You will be eligible to exercise your annual leave only after successful completion of your probation period. In case you avail leave without information, it will be deemed repudiation of the employment contract by you. The Institute/ Society, at its sole discretion, reserves the right to terminate your employment in that event.

Director, of his duly authorised officer of the Institute/ Society must approve all leaves in advance prior to your proceeding with the vacation leaves.

IX. INSTITUTE POLICIES

During your employment, you will be bound by the Institute's policies and procedures, rules and regulations, Code of Conduct, which may be framed and enforced from time to time, or as laid by the management of the Institute/ Society.


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OF TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textile & Sciences
BHIWANI

Institute/ Society reserves the right to amend or delete or augment these at its sole discretion without any notice thereof. You are expected to observe and to comply with all existing rules and regulations which are deemed to be the terms and conditions governing your employment and with all the future rules and regulations, policies and procedures which may be laid down by the management of the Institute/ Society from time to time.

X. MEDICAL FITNESS

Your appointment and its continuation is subject to your being medically fit. The Institute/ Society reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Institute/ Society and in the event, the Institute/ Society determines your unfitness for the role, the Institute/ Society at its sole discretion, may terminate your services.

XI. JOB RESPONSIBILITY

A copy of your Job Description will be given to you on your joining duty and you will perform your assigned duties as per the position guideline detailed by the management of the Institute/ Society. Any violation or breach by you may warrant the Institute/ Society to take strict actions against you, including terminating your services with the Institute/ Society.

You agrees that at the sole discretion of the Institute/ Society, you may be posted or transferred to work in any of the establishment, departments, offices or works of the Institute/ Society, Society, association or organization whatsoever with which the Institute/ Society may have any official connection in India or outside India.


The Institute/ Society shall have the right to change the timing of your employment at any time.

The Institute/ Society shall have the right to assign you any job work for gains by the Institute/ Society.

Further,

- (a) The Institute/ Society may require from you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and the you will be bound to carry out such functions.
- (b) Yours's individual remuneration is purely a matter between you and the Institute/ Society and has been arrived at based on your job,



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Director
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BHIWANI

skills, specific background and professional merit. Accordingly, the salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.

- (c) You shall while serving the Institute/ Society shall work diligently and maintain professional decorum with other employees of the Institute/ Society.
- (d) You shall not (except in the normal course of the Institute/ Society business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Institute/ Society products or to any matter with which the Institute/ Society may be concerned, unless you have previously applied to and obtained the written permission from the Institute/ Society.
- (e) You will have to reside at Bhiwani, i.e the head-quarter of the Institute and you will have to arrange your own accommodation in the city.
- (f) You shall maintain and keep in safe custody such as Computer and related accessories, measuring instruments, safety equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
- (g) You shall inform the Institute/ Society of any changes in his/her personal data within 3 days of the occurrence of such change..
- (h) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered personally or sent by post at the address, as recorded in the Institute/ Society.
- (i) You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Institute/ Society /any of its personnel are not responsible for the same.
- (j) You shall upon separation/termination from the services of the Institute/ Society, return to the Institute/ Society all Institute/ Society property and proprietary information in his possession, affect a proper hand over of the charge of your work area, section or department as the case may be and settle all outstanding financial obligations with the Institute/ Society including, but not limited to, settlement of any salary, expenses, advances, loans etc. The


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Institute/ Society reserves the right to adjust any payment (excepting those barred under law / statute) due to the Institute/ Society from the final separation pay cheque.

(k) You shall be subject to, Institute/ Society policies contained in the policy manual and other similar documents, as amended from time to time and you shall comply with these policies.

(k) Should there arise any situations/circumstances or be brought to the attention of Institute/ Society, of your default or breach of any term of your employment, the Institute/ Society reserves the right to claim compensation/damages from you for such an act committed by you, including entitling the Institute/ Society to withhold any benefits or salary payable to you.

XII. REPORTING

You will report to the Director of the Institute or any other official assigned by the reporting authority.

XIII. TAXATION

You will be responsible for meeting all requirements under Indian tax laws, including tax compliance and filing of tax returns.

Institute/ Society may withhold from any compensation or benefits payable all central, state, city or other taxes as may be required pursuant to any law or governmental regulation or ruling.

XIV NON-DISCLOSURE AND NON-SOLICITATION

It is specifically agreed by you that you shall not join or accept employment with another Institute/ Society which has a business/trade similar to that of Institute/ Society for a period of 1 years from date of cessation of employment with the Institute/ Society, unless approved by the Institute/ Society, in writing.

You will have access to certain confidential or proprietary information pertaining to the Institute/ Society and its businesses, policies and trade secrets. You hereby covenant, agrees and undertakes not to use any Confidential Information for any purpose except as may be required to render the Services at Institute. You agree not to disclose any Confidential Information to any third parties either intentionally or unintentionally. Should


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any of these situations be brought to the attention of Institute/ Society, the Institute/ Society reserves the right to claim compensation/damages from the employee concerned for such an act committed by the employee.

ACCEPTANCE

The terms of this offer supersede any other agreements or promises, written or oral, made to you by anyone on behalf of the Institute/ Society and you acknowledge that you have not relied upon any other written or verbal discussions concerning employment with Institute/ Society.

The Institute/ Society reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation and policies at the sole discretion of the Institute/ Society. Changes are effective as of the date of their occurrence.

If you choose to accept our offer pursuant to the terms above, please sign this offer letter and Annexure and return both original, signed documents. Please keep copies of all signed documents for your own files.

We look forward to welcoming you as part of the Institute team. The opportunities for professional and personal growth at the Institute are great and we believe your contributions will greatly increase the likelihood of our organization's continued success.

Yours faithfully,


DIRECTOR *Director*
The Technological Institute of Textile & Sciences
BHIWANI

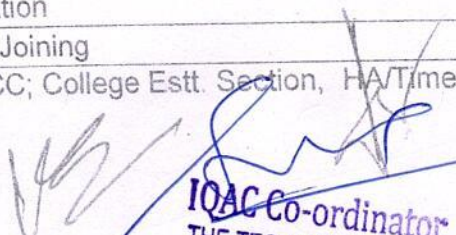
I have read and fully understood the terms and conditions of my employment. I hereby agree to accept the offer as Associate Professor (Electronics & Comm. Engg/) at Institute and shall abide the terms and conditions as stipulated above.

Accepted: _____

Date: _____

Name	Dr. Muksh Kumar
Designation	Associate Professor (Electronics & Comm. Engg.)
Date of Joining	20.12.2023

CC; College Estt. Section, HATime Office, Personal File


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Original sent by HST 20/11/23

o/c

THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (F) & 12 (B), NAAC B++
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Prof. (Dr)-Ing G K Tyagi
Ph.D (Tech), M.Tech, FTA(I)
MBA, B.Text (Tech), B.Sc
Director

October 20, 2023

Ref : P/Form/23/2215-2217

Ms Ritu,
H.No. 282/8, Krishna Colony,
Bhiwani - 127 021

Ms Ritu

Sub: Appointment as Assistant Professor (Computer Engg.)

We are pleased to offer you an appointment with The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana for the above position with effect from 02.11.2023 on the following terms and conditions:

I. EMOLUMENTS


You will be paid a starting basic pay of Rs. 15,600/- p.m. in the Pay Scale of Rs 15600-39100 plus AGP of Rs 6000/- and allowance as prescribed by the College Managing Committee from time to time. You will be governed by the rules and regulations of The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana ("Institute"), as applicable, enforced, varied, amended or altered from time to time during your employment.

II. PROBATION AND CONFIRMATION

You will be on probation for a period of 2 years from the date of your joining. On expiry of the probationary period, it is open for the Institute/Society, either to confirm your services or extend your probationary period.

You shall be issued a formal letter of confirmation on satisfactory completion of probationary period or the extended period of probation, as


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the case may be. You will be deemed to be on probation until so confirmed in writing.

Your appointment is subject to confirmation by the Managing Committee of the Institute and subject to approval by the affiliating University.

During the probationary period, or the extended probationary period, your services may be terminated by the Institute without assigning any reason, without any notice or salary in lieu thereof.

Should you decide to leave the services of the Institute during the Probationary period, you are required to serve a notice period of 1 month or payment in lieu of notice.

You shall superannuate/retire from the services, subject to compliance of the terms of your employment, on attaining the age of 60 years. The date of birth, as stated in official documents and as accepted by the Institute/ Society, shall be taken conclusively of the same. On attaining the age of 60, your employment with the Institute/ Society shall cease automatically and you shall not be entitled to any benefits from the Institute/Society.

The Institute/ Society has the right and authority to reduce the age of superannuation at any time and that the same would be binding on you. The Institute/Society shall have the right to enforce voluntary retirement of yours, at any time, without any objection or cause.

III. NOTICE PERIOD

Following the successful completion of the Probationary period and receipt of confirmation in writing, your employment will be confirmed, by the Institute/ Society.

Post confirmation, either party may terminate by giving three (3) months' notice without assigning any reason in writing.

During this notice period, you are not permitted to contra off any type of leave in lieu of such notice period. You are required to serve full notice period and fulfil your professional duties / obligations for the entire duration of the notice period.

The Institute/ Society reserves the right, if circumstances so necessitate, to relieve you on a date prior to the date of expiry of the stipulated notice period without paying you salary, allowances or any entitlements whatsoever in lieu of the unexpired portion of the notice period.

IV. TERMINATION


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Director
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The Institute/ Society shall have the right to terminate your services, at its discretion, without any notice or payment in lieu thereof on the following amongst other circumstances / event taking place:

- i. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this contract or fail to comply with the Institute's policies and code of conduct; or
- ii. You are found guilty of any misdemeanour whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent and illegal acts, accused of heinous crime, etc.) or commit any act which in the opinion of Institute is likely to bring the Institute/ Society any disrepute whether or not such act is directly related to the affairs of the Institute/ Society; or
- iii. You commit any breach of any of your duties or obligations under this contract or as outlined in the policies of the Institute; or
- iv. You are found at any time misusing the Institute/ Society information/ documents/policies/properties, in any manner not warranted as an employee of the Institute, with any person, not required to be made known; or
- v. There is any discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you or as obtained by the Institute/ Society; and
- vi. In case you absent yourself from duty for 7 days without prior approval of Institute/ Society, you shall be deemed to have abandoned your services. Such abandonment of employment shall be deemed as cessation of our relationship, whereby the Institute/ Society shall be under no liability here under or otherwise to pay any salary, allowances or any entitlements.

Notwithstanding the above, if there arises any unprecedented event or circumstances, which in the opinion of the Institute/ Society warrants the Institute/ to take any action including sending you on compulsory leave without salary and any benefits or terminating your services forthwith without any salary and any benefits, the Institute/ Society shall be entitled to take such actions and/or decisions.

Further, the Institute/ Society shall have the right and entitlement to suspend your services or your wages, if the situation so arise, as warranted by the Institute/ Society. If the circumstances warrant and the Institute/ Society feels that the wages/emoluments entitled to


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you, require to be reduced or decreased, the Institute/ Society shall be entitled to do so.

V. DOCUMENTATION

Your continuation in service will also be subject to satisfactory verification of your credentials/testimonials etc.

You have reviewed the Policies of Institute and made yourself agreeable to the Code of Conduct of Institute.

The Institute/ Society has the right and entitlement to amend and alter the Policy and Code of Conduct, as applicable and the amended/altered Policy and Code of Conduct shall be binding upon you.

VI. CONFIDENTIALITY

You understand that retaining the confidential nature of information is of utmost importance to the conduct of affairs of the Institute/ Society. The confidential information made available to you during your employment may include valuable trade secrets and business practices and teaching modules belonging to Institute/ Society.

You must hold all confidential information in strictest confidence, and not share or disclose it to any third parties or use it except in routine course of performance of your duties at the Institute. Any authorised copying or replication of the same, would amount to fundamental breach of the terms of the employment.

You must return all confidential information, including any copies, summaries or compilations of any confidential information, to the Institute/ Society upon the termination of your employment. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination, including seeking damages against you. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

VII. CONFLICT OF INTEREST

You are expected to carry out your duties and responsibilities diligently and shall at all times safeguard the interest of the Institute/ Society regards conflict of interest as a severe act of indiscipline, which may lead to dismissal of your service.


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Director
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Bhiwani

During employment with Institute, you are required to devote yourself exclusively to the services of Institute and shall not engage in any other business or occupation without prior written consent of your direct report.

VIII. LEAVE

You will be entitled to Annual Leave and Public Holidays. The Institute/ Society has the sole right to determine the number of Annual Leave and which of the Public holidays to be declared as holiday. Should the work exigency require you to work during these days, you would be mandated to work.

The rules and regulations governing the terms of these leaves provisions will be based on the Institute/ Society policy which aligns to applicable statutory provisions, which may be amended from time to time by the Institute/ Society on behalf of the statutory body and the Institute/ Society.

The Institute/ Society shall have the right and entitlement to curtail and restrict the leave and the entitlement to the leaves, when the situation so warrant.

You will be eligible to exercise your annual leave only after successful completion of your probation period. In case you avail leave without information, it will be deemed repudiation of the employment contract by you. The Institute/ Society, at its sole discretion, reserves the right to terminate your employment in that event.

Director, of his duly authorised officer of the Institute/ Society must approve all leaves in advance prior to your proceeding with the vacation leaves.

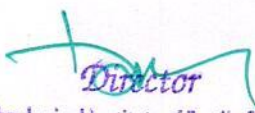
IX. INSTITUTE POLICIES

During your employment, you will be bound by the Institute's policies and procedures, rules and regulations, Code of Conduct, which may be framed and enforced from time to time, or as laid by the management of the Institute/ Society.

Institute/ Society reserves the right to amend or delete or augment these at its sole discretion without any notice thereof. You are expected to observe and to comply with all existing rules and regulations which are deemed to be the terms and conditions governing your employment and with all the future rules and regulations, policies and procedures which may be laid down by the management of the Institute/ Society from time to time.

X. MEDICAL FITNESS


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Director
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BHIWANI

Your appointment and its continuation is subject to your being medically fit. The Institute/ Society reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Institute/ Society and in the event, the Institute/ Society determines your unfitness for the role, the Institute/ Society at its sole discretion, may terminate your services.

XI. JOB RESPONSIBILITY

A copy of your Job Description will be given to you on your joining duty and you will perform your assigned duties as per the position guideline detailed by the management of the Institute/ Society. Any violation or breach by you may warrant the Institute/ Society to take strict actions against you, including terminating your services with the Institute/ Society.

You agree that at the sole discretion of the Institute/ Society you may be posted or transferred to work in any of the establishment, departments, offices or works of the Institute/ Society, Society, association or organization whatsoever with which the Institute/ Society may have any official connection in India or outside India.

The Institute/ Society shall have the right to change the timing of your employment at any time.

The Institute/ Society shall have the right to assign you any job work for gains by the Institute/ Society.

Further:

- (a) The Institute/ Society may require from you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and the you will be bound to carry out such functions.
- (b) Yours's individual remuneration is purely a matter between you and the Institute/ Society and has been arrived at based on your job, skills, specific background and professional merit. Accordingly, the salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- (c) You shall while serving the Institute/ Society shall work diligently and maintain professional decorum with other employees of the Institute/ Society.
- (d) You shall not (except in the normal course of the Institute/ Society business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Institute/ Society products or to any matter with which the Institute/ Society may be concerned, unless you have previously applied to and obtained the written


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Director
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permission from the Institute/ Society.

- (e) You will have to reside at Bhiwani, i.e the head-quarter of the Institute and you will have to arrange your own accommodation in the city.
- (f) You shall maintain and keep in safe custody such as Computer and related accessories, measuring instruments, safety equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
- (g) You shall inform the Institute/ Society of any changes in his/her personal data within 3 days of the occurrence of such change.
- (h) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered personally or sent by post at the address, as recorded in the Institute/ Society.
- (i) You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Institute/ Society /any of its personnel are not responsible for the same.
- (j) You shall upon separation/termination from the services of the Institute/ Society, return to the Institute/ Society all Institute/ Society property and proprietary information in his possession, affect a proper hand over of the charge of your work area, section or department as the case may be and settle all outstanding financial obligations with the Institute/ Society including, but not limited to, settlement of any salary, expenses, advances, loans etc. The Institute/ Society reserves the right to adjust any payment (excepting those barred under law / statute) due to the Institute/ Society from the final separation pay cheque.
- (k) You shall be subject to, Institute/ Society policies contained in the policy manual and other similar documents, as amended from time to time and you shall comply with these policies.
- (k) Should there arise any situations/circumstances or be brought to the attention of Institute/ Society, of your default or breach of any term of your employment, the Institute/ Society reserves the right to claim compensation/damages from you for such an act committed by you, including entitling the Institute/ Society to withhold any benefits or salary payable to you.

XII. REPORTING


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textile & Sciences
BHIWANI

You will report to the Director of the Institute or any other official assigned by the reporting authority.

XIII. TAXATION

You will be responsible for meeting all requirements under Indian tax laws, including tax compliance and filing of tax returns.

Institute/ Society may withhold from any compensation or benefits payable all central, state, city or other taxes as may be required pursuant to any law or governmental regulation or ruling.

This contract will come to an end in a force majeure event without any notice

XIV NON-DISCLOSURE AND NON-SOLICITATION

It is specifically agreed by you that you shall not join or accept employment with another Institute/ Society which has a business/trade similar to that of Institute/ Society for a period of 1 years from date of cessation of employment with the Institute/ Society, unless approved by the Institute/ Society, in writing.

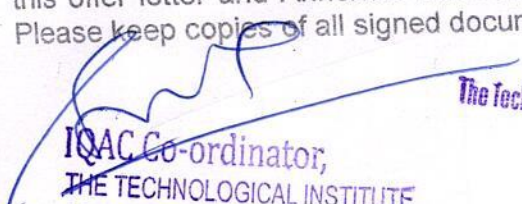
You will have access to certain confidential or proprietary information pertaining to the Institute/ Society and its businesses, policies and trade secrets. You hereby covenant, agrees and undertakes not to use any Confidential Information for any purpose except as may be required to render the Services at Institute. You agree not to disclose any Confidential Information to any third parties either intentionally or unintentionally. Should any of these situations be brought to the attention of Institute/ Society, the Institute/ Society reserves the right to claim compensation/damages from the employee concerned for such an act committed by the employee.


ACCEPTANCE

The terms of this offer supersede any other agreements or promises, written or oral, made to you by anyone on behalf of the Institute/ Society and you acknowledge that you have not relied upon any other written or verbal discussions concerning employment with Institute/ Society.

The Institute/ Society reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation and policies at the sole discretion of the Institute/ Society. Changes are effective as of the date of their occurrence.

If you choose to accept our offer pursuant to the terms above, please sign this offer letter and Annexure and return both original, signed documents. Please keep copies of all signed documents for your own files.


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


The Technological Institute of Textile & Sciences
BHIWANI

We look forward to welcoming you as part of the Institute team. The opportunities for professional and personal growth at the Institute are great and we believe your contributions will greatly increase the likelihood of our organization's continued success.

Yours faithfully,

DIRECTOR

I have read and fully understood the terms and conditions of my employment. I hereby agree to accept the offer as Assistant Professor (Computer Engg.) at Institute and shall abide the terms and conditions as stipulated above.

Accepted: yes Ritu

Date: 25/10/2023

Name	Ritu
Designation	Assistant Professor (Computer Engg.)
Date of Joining	02.11.2023

CC; College Estt. Section, HA/Time Office, Personal File


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THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI


Director
The Technological Institute of Textile & Sciences
Bhiwani

o/c



THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (F) & 12 (B), NAAC B++
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Prof. (Dr)-Ing G K Tyagi
Ph.D (Tech), M.Tech, FTA(I)
MBA, B.Text (Tech), B.Sc
Director

October 20, 2023

Ref : P/Form/23/2203 - 2205

Ms Priti,
D/o Shri Raj Kumar Grover,
H.No. 1502, Near Sector Market,
Sector -13, HUDA, Bhiwani - 127 021

Dear Ms Priti,

Sub: Appointment as Assistant Professor (Computer Engg.)

We are pleased to offer you an appointment with The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana for the above position with effect from 02.11.2023 on the following terms and conditions:

I. EMOLUMENTS

You will be paid a starting basic pay of Rs. 15,600/- p.m. in the Pay Scale of Rs 15600-39100 plus AGP of Rs 6000/- and allowance as prescribed by the College Managing Committee from time to time. You will be governed by the rules and regulations of The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana ("Institute"), as applicable, enforced, varied, amended or altered from time to time during your employment.

II. PROBATION AND CONFIRMATION

You will be on probation for a period of 2 years from the date of your joining. On expiry of the probationary period, it is open for the Institute/Society, either to confirm your services or extend your probationary period.

You shall be issued a formal letter of confirmation on satisfactory completion of probationary period or the extended period of probation, as the case may be. You will be deemed to be on probation until so confirmed in writing.


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Director
The Technological Institute of Textile & Sciences
BHIWANI Page 1 of 9

Your appointment is subject to confirmation by the Managing Committee of the Institute and subject to approval by the affiliating University.

During the probationary period, or the extended probationary period, your services may be terminated by the Institute without assigning any reason, without any notice or salary in lieu thereof.

Should you decide to leave the services of the Institute during the Probationary period, you are required to serve a notice period of 1 month or payment in lieu of notice.

You shall superannuate/retire from the services, subject to compliance of the terms of your employment, on attaining the age of 60 years. The date of birth, as stated in official documents and as accepted by the Institute/ Society, shall be taken conclusively of the same. On attaining the age of 60, your employment with the Institute/ Society shall cease automatically and you shall not be entitled to any benefits from the Institute/Society.

The Institute/ Society has the right and authority to reduce the age of superannuation at any time and that the same would be binding on you. The Institute/Society shall have the right to enforce voluntary retirement of yours, at any time, without any objection or cause.

III. NOTICE PERIOD

Following the successful completion of the Probationary period and receipt of confirmation in writing, your employment will be confirmed, by the Institute/ Society.

Post confirmation, either party may terminate by giving three (3) months' notice without assigning any reason in writing.

During this notice period, you are not permitted to contra off any type of leave in lieu of such notice period. You are required to serve full notice period and fulfil your professional duties / obligations for the entire duration of the notice period.

The Institute/ Society reserves the right, if circumstances so necessitate, to relieve you on a date prior to the date of expiry of the stipulated notice period without paying you salary, allowances or any entitlements whatsoever in lieu of the unexpired portion of the notice period.

IV. TERMINATION


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THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI

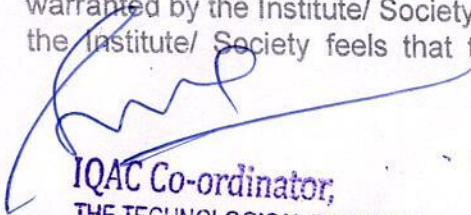

Director
The Technological Institute of Textile & Sciences
BHIWANI

The Institute/ Society shall have the right to terminate your services, at its discretion, without any notice or payment in lieu thereof on the following amongst other circumstances / event taking place:

- i. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this contract or fail to comply with the Institute's policies and code of conduct; or
- ii. You are found guilty of any misdemeanour whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent and illegal acts, accused of heinous crime, etc.) or commit any act which in the opinion of Institute is likely to bring the Institute/ Society any disrepute whether or not such act is directly related to the affairs of the Institute/ Society; or
- iii. You commit any breach of any of your duties or obligations under this contract or as outlined in the policies of the Institute; or
- iv. You are found at any time misusing the Institute/ Society information/ documents/policies/properties, in any manner not warranted as an employee of the Institute, with any person, not required to be made known; or
- v. There is any discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you or as obtained by the Institute/ Society; and
- vi. In case you absent yourself from duty for 7 days without prior approval of Institute/ Society, you shall be deemed to have abandoned your services. Such abandonment of employment shall be deemed as cessation of our relationship, whereby the Institute/ Society shall be under no liability here under or otherwise to pay any salary, allowances or any entitlements.

Notwithstanding the above, if there arises any unprecedented event or circumstances, which in the opinion of the Institute/ Society warrants the Institute/ to take any action including sending you on compulsory leave without salary and any benefits or terminating your services forthwith without any salary and any benefits, the Institute/ Society shall be entitled to take such actions and/or decisions.

Further, the Institute/ Society shall have the right and entitlement to suspend your services or your wages, if the situation so arise, as warranted by the Institute/ Society. If the circumstances warrant and the Institute/ Society feels that the wages/emoluments entitled to


IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TE... ENCES, I


Director
The Technological Institute
OF TE... ENCES, I

you, require to be reduced or decreased, the Institute/ Society shall be entitled to do so.

V. DOCUMENTATION

Your continuation in service will also be subject to satisfactory verification of your credentials/testimonials etc.

You have reviewed the Policies of Institute and made yourself agreeable to the Code of Conduct of Institute.

The Institute/ Society has the right and entitlement to amend and alter the Policy and Code of Conduct, as applicable and the amended/altered Policy and Code of Conduct shall be binding upon you.

VI. CONFIDENTIALITY

You understand that retaining the confidential nature of information is of utmost importance to the conduct of affairs of the Institute/ Society. The confidential information made available to you during your employment may include valuable trade secrets and business practices and teaching modules belonging to Institute/ Society.

You must hold all confidential information in strictest confidence, and not share or disclose it to any third parties or use it except in routine course of performance of your duties at the Institute. Any authorised copying or replication of the same, would amount to fundamental breach of the terms of the employment.

You must return all confidential information, including any copies, summaries or compilations of any confidential information, to the Institute/ Society upon the termination of your employment. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination, including seeking damages against you. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

VII. CONFLICT OF INTEREST

You are expected to carry out your duties and responsibilities diligently and shall at all times safeguard the interest of the Institute/ Society regards conflict of interest as a severe act of indiscipline, which may lead to dismissal of your service.


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The Technological Institute of Textile & Sciences,
BHIWANI

During employment with Institute, you are required to devote yourself exclusively to the services of Institute and shall not engage in any other business or occupation without prior written consent of your direct report.

VIII. LEAVE

You will be entitled to Annual Leave and Public Holidays. The Institute/ Society has the sole right to determine the number of Annual Leave and which of the Public holidays to be declared as holiday. Should the work exigency require you to work during these days, you would be mandated to work.

The rules and regulations governing the terms of these leaves provisions will be based on the Institute/ Society policy which aligns to applicable statutory provisions, which may be amended from time to time by the Institute/ Society on behalf of the statutory body and the Institute/ Society.

The Institute/ Society shall have the right and entitlement to curtail and restrict the leave and the entitlement to the leaves, when the situation so warrant.

You will be eligible to exercise your annual leave only after successful completion of your probation period. In case you avail leave without information, it will be deemed repudiation of the employment contract by you. The Institute/ Society, at its sole discretion, reserves the right to terminate your employment in that event.

Director, of his duly authorised officer of the Institute/ Society must approve all leaves in advance prior to your proceeding with the vacation leaves.

IX. INSTITUTE POLICIES

During your employment, you will be bound by the Institute's policies and procedures, rules and regulations, Code of Conduct, which may be framed and enforced from time to time, or as laid by the management of the Institute/ Society.

Institute/ Society reserves the right to amend or delete or augment these at its sole discretion without any notice thereof. You are expected to observe and to comply with all existing rules and regulations which are deemed to be the terms and conditions governing your employment and with all the future rules and regulations, policies and procedures which may be laid down by the management of the Institute/ Society from time to time.

X. MEDICAL FITNESS


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OF TEXTILE & SCIENCES, BHIVANI


The Technological Institute of Textile & Sciences
BHIVANI

Your appointment and its continuation is subject to your being medically fit. The Institute/ Society reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Institute/ Society and in the event, the Institute/ Society determines your unfitness for the role, the Institute/ Society at its sole discretion, may terminate your services.

XI. JOB RESPONSIBILITY

A copy of your Job Description will be given to you on your joining duty and you will perform your assigned duties as per the position guideline detailed by the management of the Institute/ Society. Any violation or breach by you may warrant the Institute/ Society to take strict actions against you, including terminating your services with the Institute/ Society.

You agree that at the sole discretion of the Institute/ Society, you may be posted or transferred to work in any of the establishment, departments, offices or works of the Institute/ Society, Society, association or organization whatsoever with which the Institute/ Society may have any official connection in India or outside India.

The Institute/ Society shall have the right to change the timing of your employment at any time.

The Institute/ Society shall have the right to assign you any job work for gains by the Institute/ Society.

Further,

- (a) The Institute/ Society may require from you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and the you will be bound to carry out such functions.
- (b) Yours's individual remuneration is purely a matter between you and the Institute/ Society and has been arrived at based on your job, skills, specific background and professional merit. Accordingly, the salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- (c) You shall while serving the Institute/ Society shall work diligently and maintain professional decorum with other employees of the Institute/ Society.
- (d) You shall not (except in the normal course of the Institute/ Society business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Institute/ Society products or to any matter with which the Institute/ Society may be concerned, unless you have previously applied to and obtained written



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permission from the Institute/ Society.

- (e) You will have to reside at Bhiwani, i.e the head-quarter of the Institute and you will have to arrange your own accommodation in the city.
- (f) You shall maintain and keep in safe custody such as Computer and related accessories, measuring instruments, safety equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
- (g) You shall inform the Institute/ Society of any changes in his/her personal data within 3 days of the occurrence of such change.
- (h) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered personally or sent by post at the address, as recorded in the Institute/ Society.
- (i) You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Institute/ Society /any of its personnel are not responsible for the same.
- (j) You shall upon separation/termination from the services of the Institute/ Society, return to the Institute/ Society all Institute/ Society property and proprietary information in his possession, affect a proper hand over of the charge of your work area, section or department as the case may be and settle all outstanding financial obligations with the Institute/ Society including, but not limited to, settlement of any salary, expenses, advances, loans etc. The Institute/ Society reserves the right to adjust any payment (excepting those barred under law / statute) due to the Institute/ Society from the final separation pay cheque.
- (k) You shall be subject to, Institute/ Society policies contained in the policy manual and other similar documents, as amended from time to time and you shall comply with these policies.
- (k) Should there arise any situations/circumstances or be brought to the attention of Institute/ Society, of your default or breach of any term of your employment, the Institute/ Society reserves the right to claim compensation/damages from you for such an act committed by you, including entitling the Institute/ Society to withhold any benefits or salary payable to you.

XII. REPORTING


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The Technological Institute of Textile & Sciences
BHIWANI

You will report to the Director of the Institute or any other official assigned by the reporting authority.

XIII. TAXATION

You will be responsible for meeting all requirements under Indian tax laws, including tax compliance and filing of tax returns.

Institute/ Society may withhold from any compensation or benefits payable all central, state, city or other taxes as may be required pursuant to any law or governmental regulation or ruling.

This contract will come to an end in a force majeure event without any notice

XIV NON-DISCLOSURE AND NON-SOLICITATION

It is specifically agreed by you that you shall not join or accept employment with another Institute/ Society which has a business/trade similar to that of Institute/ Society for a period of 1 years from date of cessation of employment with the Institute/ Society, unless approved by the Institute/ Society, in writing.

You will have access to certain confidential or proprietary information pertaining to the Institute/ Society and its businesses, policies and trade secrets. You hereby covenant, agrees and undertakes not to use any Confidential Information for any purpose except as may be required to render the Services at Institute. You agree not to disclose any Confidential Information to any third parties either intentionally or unintentionally. Should any of these situations be brought to the attention of Institute/ Society, the Institute/ Society reserves the right to claim compensation/damages from the employee concerned for such an act committed by the employee.

ACCEPTANCE

The terms of this offer supersede any other agreements or promises, written or oral, made to you by anyone on behalf of the Institute/ Society and you acknowledge that you have not relied upon any other written or verbal discussions concerning employment with Institute/ Society.

The Institute/ Society reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation and policies at the sole discretion of the Institute/ Society. Changes are effective as of the date of their occurrence.

If you choose to accept our offer pursuant to the terms above, please sign this offer letter and Annexure and return both original, signed documents. Please keep copies of all signed documents for your own files.


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Director
The Technological Institute of Textile & Sciences
BHIVANI

We look forward to welcoming you as part of the Institute team. The opportunities for professional and personal growth at the Institute are great and we believe your contributions will greatly increase the likelihood of our organization's continued success.

Yours faithfully,


DIRECTOR

I have read and fully understood the terms and conditions of my employment. I hereby agree to accept the offer as Assistant Professor (Computer Engg.) at Institute and shall abide the terms and conditions as stipulated above.

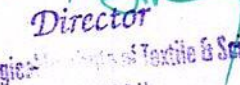
Accepted: YES Priti

Date: 20/10/2023

Name	Priti
Designation	Assistant Professor (Computer Engg.)
Date of Joining	02.11.2023

CC; College Estt. Section, HATime Office, Personal File


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Director
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THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (F) & 12 (B), NAAC B++
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Prof. (Dr)-Ing G K Tyagi
Ph.D (Tech), M.Tech, FTA(I)
MBA, B.Text (Tech), B.Sc
Director

October 20, 2023

Ref : P/Form/23/2216-2220

Shri Vatan,
C/o Ms Parmila,
Ram Narayan Vihar Colony,
Ward No. 17, Purvia Hospital,
Charkhi Dadri 127 306

Shri Vatan,

Sub: Appointment as Assistant Professor (Computer Engg.)

We are pleased to offer you an appointment with The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana for the above position with effect from 02.11.2023 on the following terms and conditions:

I. EMOLUMENTS

You will be paid a starting basic pay of Rs. 15,600/- p.m. in the Pay Scale of Rs 15600-39100 plus AGP of Rs 6000/- and allowance as prescribed by the College Managing Committee from time to time. You will be governed by the rules and regulations of The Technological Institute of Textile & Sciences Birla Colony Bhiwani, Haryana ("Institute"), as applicable, enforced, varied, amended or altered from time to time during your employment.

II. PROBATION AND CONFIRMATION

You will be on probation for a period of 2 years from the date of your joining. On expiry of the probationary period, it is open for the Institute/Society, either to confirm your services or extend your probationary period.

[Signature]
IQAC Co-ordinator,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI

[Signature]
The Technological
INSTITUTE OF TEXTILE & SCIENCES
BHIWANI

You shall be issued a formal letter of confirmation on satisfactory completion of probationary period or the extended period of probation, as the case may be. You will be deemed to be on probation until so confirmed in writing.

Your appointment is subject to confirmation by the Managing Committee of the Institute and subject to approval by the affiliating University.

During the probationary period, or the extended probationary period, your services may be terminated by the Institute without assigning any reason, without any notice or salary in lieu thereof.

Should you decide to leave the services of the Institute during the Probationary period, you are required to serve a notice period of 1 month or payment in lieu of notice.

You shall superannuate/retire from the services, subject to compliance of the terms of your employment, on attaining the age of 60 years. The date of birth, as stated in official documents and as accepted by the Institute/ Society, shall be taken conclusively of the same. On attaining the age of 60, your employment with the Institute/ Society shall cease automatically and you shall not be entitled to any benefits from the Institute/Society.

The Institute/ Society has the right and authority to reduce the age of superannuation at any time and that the same would be binding on you. The Institute/Society shall have the right to enforce voluntary retirement of yours, at any time, without any objection or cause.

III. NOTICE PERIOD

Following the successful completion of the Probationary period and receipt of confirmation in writing, your employment will be confirmed, by the Institute/ Society.

Post confirmation, either party may terminate by giving three (3) months' notice without assigning any reason in writing.

During this notice period, you are not permitted to contra off any type of leave in lieu of such notice period. You are required to serve full notice period and fulfil your professional duties / obligations for the entire duration of the notice period.

The Institute/ Society reserves the right, if circumstances so necessitate, to relieve you on a date prior to the date of expiry of the stipulated notice period without paying you salary, allowances or any entitlements whatsoever in lieu of the unexpired portion of the notice period.


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IV. TERMINATION

The Institute/ Society shall have the right to terminate your services, at its discretion, without any notice or payment in lieu thereof on the following amongst other circumstances / event taking place:

- i. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this contract or fail to comply with the Institute's policies and code of conduct; or
- ii. You are found guilty of any misdemeanour whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent and illegal acts, accused of heinous crime, etc.) or commit any act which in the opinion of Institute is likely to bring the Institute/ Society any disrepute whether or not such act is directly related to the affairs of the Institute/ Society; or
- iii. You commit any breach of any of your duties or obligations under this contract or as outlined in the policies of the Institute; or
- iv. You are found at any time misusing the Institute/ Society information/ documents/policies/properties, in any manner not warranted as an employee of the Institute, with any person, not required to be made known; or
- v. There is any discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you or as obtained by the Institute/ Society; and
- vi. In case you absent yourself from duty for 7 days without prior approval of Institute/ Society, you shall be deemed to have abandoned your services. Such abandonment of employment shall be deemed as cessation of our relationship, whereby the Institute/ Society shall be under no liability here under or otherwise to pay any salary, allowances or any entitlements.

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warranted by the Institute/ Society. If the circumstances warrant and the Institute/ Society feels that the wages/emoluments entitled to you, require to be reduced or decreased, the Institute/ Society shall be entitled to do so.

V. DOCUMENTATION

Your continuation in service will also be subject to satisfactory verification of your credentials/testimonials etc.

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BHIWANI

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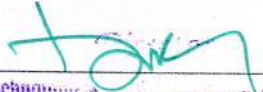
Director, of his duly authorised officer of the Institute/ Society must approve all leaves in advance prior to your proceeding with the vacation leaves.

IX. INSTITUTE POLICIES

During your employment, you will be bound by the Institute's policies and procedures, rules and regulations, Code of Conduct, which may be framed and enforced from time to time, or as laid by the management of the Institute/ Society.

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A copy of your Job Description will be given to you on your joining duty and you will perform your assigned duties as per the position guideline detailed by the management of the Institute/ Society. Any violation or breach by you may warrant the Institute/ Society to take strict actions against you, including terminating your services with the Institute/ Society.

You agree that at the sole discretion of the Institute/ Society, you may be posted or transferred to work in any of the establishment, departments, offices or works of the Institute/ Society, Society, association or organization whatsoever with which the Institute/ Society may have any official connection in India or outside India.

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The Institute/ Society shall have the right to assign you any job work for gains by the Institute/ Society.

Further,

- (a) The Institute/ Society may require from you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and the you will be bound to carry out such functions.
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Director
The Technological Institute of Textile & Sciences
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any matter with which the Institute/ Society may be concerned, unless you have previously applied to and obtained the written permission from the Institute/ Society.

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- (k) Should there arise any situations/circumstances or be brought to the attention of Institute/ Society, of your default or breach of any term of your employment, the Institute/ Society reserves the right to claim compensation/damages from you for such an act committed by you, including entitling the Institute/ Society to withhold any benefits or salary payable to you.


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Director
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XII. REPORTING

You will report to the Director of the Institute or any other official assigned by the reporting authority.

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You will be responsible for meeting all requirements under Indian tax laws, including tax compliance and filing of tax returns.

Institute/ Society may withhold from any compensation or benefits payable all central, state, city or other taxes as may be required pursuant to any law or governmental regulation or ruling.

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ACCEPTANCE

The terms of this offer supersede any other agreements or promises, written or oral, made to you by anyone on behalf of the Institute/ Society and you acknowledge that you have not relied upon any other written or verbal discussions concerning employment with Institute/ Society.

The Institute/ Society reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation and policies at the sole discretion of the Institute/ Society. Changes are effective as of the date of their occurrence.


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Director
The Technological Institute of Textile & Sciences
BHIVANI

If you choose to accept our offer pursuant to the terms above, please sign this offer letter and Annexure and return both original, signed documents. Please keep copies of all signed documents for your own files.

We look forward to welcoming you as part of the Institute team. The opportunities for professional and personal growth at the Institute are great and we believe your contributions will greatly increase the likelihood of our organization's continued success.

Yours faithfully,


DIRECTOR

I have read and fully understood the terms and conditions of my employment. I hereby agree to accept the offer as Assistant Professor (Computer Engg.) at Institute and shall abide the terms and conditions as stipulated above.


Accepted: Accepted Vatan

Date: 27/10/2023

Name	Vatan
Designation	Assistant Professor (Computer Engg.)
Date of Joining	02.11.2023

CC; College Estt. Section, HATime Office, Personal File


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