



Institute of Professional Education and Research

Recognised by A.I.C.T.E., New Delhi &
Affiliated to Barkatullah University, Bhopal

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Ref:- IPER/2001/0055041

To,
Mr. Vaibhav Lowalekar,
D-1, Vidhya Vihar
Bhopal.

11/01/2001

Sub:- Appointment to the post of Lecturer/Asst. Prof.

Dear Mr. Lowalekar,

This has a reference to your application against vacancies advertised & subsequent interview. We are pleased to inform you that the selection committee constituted by the University has recommended you for the post of "Asst. Prof/Lecturer".

The Management of IPER is pleased to appoint on the post of - Asst./Prof Lecturer on the following terms & conditions: -

Salary Allowance & other Benefits :

1. You are appointed on permanent basis as per the AICTE scale of 8000-275-13500. However as of now no DA/HRA & other benefits shall be paid until the board of governors of the Institute decides on the same. Your salary has been fixed at Rs. 9100/- p.m.

Leave:

Leave cannot be claimed as a matter of right & when the exigencies of the Institute so require, discretion to refuse or revoke leave of any description is reserved to the sanctioning authority. Ordinarily leave will not be granted to academic staff in the middle of the academic term except on medical grounds. Also Leave Application has to be Sanctioned by the Director in advance.

1. Casual Leave :- casual leave admissible is 14 days for a calendar year, subject to the condition that not more than 5 days casual leave may be allowed at any one time.
2. Earned Leave :- Earned leave admissible is 07 days for the calendar year, subject to the condition that not more than 02 days earned leave may be allowed at any one time. Earned Leave cannot be accumulated & leave not availed of during any particular calendar year shall lapse at the end of that year.

Notice Period:

Your Services are liable for termination by a notice on either side of 2 months. However if the notice period expires in the middle of the academic term you shall have to pay the Institute an amount equivalent to your salary & allowances for the full academic term.

Additional Charge :

Apart from the routine academic work , additional administrative responsibility may be given without any additional financial benefit.

Outside Employment :

You shall not be engaged directly or indirectly in any trade ,business or occupation or any other remunerative commitment without the previous permission of the board. However serving as a member of the board of Directors of any company & receiving sitting fee for board meeting is permitted subject to the approval of the board.

Working Hours :

The normal working hours of the office to which you are attached will apply. There may be occasions , however when you will be required to work beyond these hours.

Consultancy :

All consulting activities & other assignments shall be done on behalf of the Institute. All professional income through consulting like Consultancy , In-Company Trainings , & other assignments will be shared with the Institute in the following manner :

- 20% - To the Institute
- 10% - To the Institute for Institutional overheads
- 70% - To the concerned faculty or faculties as the case may be.

However before taking up any Consultancy approval from the Director should be sought on Consultancy approval form.

The total no. of consulting days in a year will remain 42 Days. Pls ensure that the upper limit of 42 Days is respected.

For all consultancy assignments involving problem solving for a client, Project consultancies & In-Company trainings a report will be made to the director by the co-coordinator of the consultancy relating to the work & the clients feedback on the work done & if a written report has been given to the client a copy will be furnished to the Director.

Miscellaneous :-

You will inform the Institute in writing about any change in your residential address. In the absence of such information all communication sent to you on the last address given by you to the Institute shall be deemed to have been delivered to you.

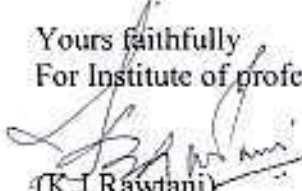
You shall observe & adhere to the rules & regulations of the office as may be applicable from time to time.

Should the above terms & conditions be acceptable, you are requested to return the duplicate copy of this letter duly signed as a token of acceptance of the terms & conditions of your employment.

We hope that this will be a beginning of a long & successful career with us.

Thanking you,

Yours faithfully
For Institute of professional Education & Research


(K.J. Rawtani)
Chairman

Received

Vaidyan