



08th January, 2020

Mr. Hardik Prajapati

J-301, Krish Residency; Nr. Deepak School
New Nikol, Ahmedabad 382350

Dear Mr. Hardik Prajapati,

We take great pleasure in inviting you to be an integral part of Swarnim Startup & Innovation University.

Congratulations! on being selected for the position of **Assistant Professor, Mechanical Engineering** in Swarnim Institute of Technology constituent institute of Swarnim Startup & Innovation University.

Please note that the employment terms contained in this letter are subject to University policy.

1. APPOINTMENT

- Your date of appointment is effective from the 07th January, 2020 which shall be as soon as possible but not later than the mentioned date.
- You will be on probation for a period of Six Months from the date of your appointment. If in the opinion of the University you are found suitable in the appointed post you will be confirmed and intimated accordingly.
- You will be liable to be transferred in such capacity as the University may from time to time determine to any other location, department, function, establishment or branch of the University or subsidiary, associate or affiliate institute. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

2. COMPENSATION

- Your monthly salary would be **Rs: 25, 000/-** (Twenty Five Thousand Rupees) as per the Norms subject to necessary deduction as per the compliance.
- You will be entitled to other compensation and benefits in accordance with the SWARNIM UNIVERSITY policy as modified and intimated to you from time to time.
- Your performance would be reviewed periodically and necessary correction in the salary will be done accordingly.

3. OTHER BENEFITS

- Leave, holidays and working hours as applicable to your category of employees and location, Department of posting.
- Perquisites, if any, as applicable to your category of employees and/ or based on functional requirements as and when applicable would be determine by the Management.

Swarnim Startup & Innovation University

+91 - 95123 43333 | info@swarnim.edu.in | www.swarnim.edu.in

At Post Bhoyan Rathod, Nr. ONGC WSS, Opp. IFFCO Adalaj-Kalol Highway, Gandhinagar, Gujarat - 382420



4. RESPONSIBILITIES

- a) You shall report to the Principal.
- b) In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.
- c) You will be required to undertake travel on University work for which you will be reimbursed travel expenses as per the University policy applicable to you.
- d) You shall be asked to perform other duties whether its Academic, Research or Administrative apart from your routine work as and when deemed necessary by the Management.

5. CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the University. Therefore, please ensure that you maintain as secret and confidential all Confidential Information and shall not use or divulge or disclose any such Confidential Information except as may be required under obligation of law or as may be required by SWARRNIM UNIVERSITY and in the course of your employment with written permission of Management. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with SWARRNIM UNIVERSITY (irrespective of the circumstances of, or the reasons for, the cessation). Apart from the above you must sign the Non-Disclosure Agreement with the university in order to maintain the confidentiality during your tenure. Please be informed that in case of any breach of confidentiality Legal Actions would be initiated against you.

6. GENERAL

- a) We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you found guilty or produce wrong information/ documentation, you will be removed from the service without prior notice/ intimation. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- b) Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c) These employment terms supersede and replace any existing agreement or understanding, if any, between SWARRNIM UNIVERSITY and you relating to the same subject matter.

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SWARNIM

INSTITUTE OF TECHNOLOGY

7. NOTICE PERIOD

- This contract of employment is terminable, without reasons, by either party giving **02 Month (60 Days)** written notice. SWARNIM UNIVERSITY reserves the right to pay or recover salary in lieu of notice period. However there is no notice period clause during the probation period.
- Further, the university may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.
- Management reserves the right to terminate the employment terms without giving any notice either verbal or written in case of any misconduct or integrity or any kind of similar issue, if found.
- No resignation would be accepted by the Authorities/ Management in between the semester/ academic term. In such case written approval from President/ Vice President should be required in order to complete the smooth relieving process.

8. ON SEPARATION

On acceptance of separation notice, you will have to immediately submit all correspondence, specifications, formulae, books, documents, cost of data, market data, literature, drawings, effects to the higher authority as per the university norms. You cannot make or retain any copies of these items.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours Sincerely,

Mr. Adi Rishabh Jain
Vice President

Swarnim Startup & Innovation University

I agree to accept employment on the terms and conditions mentioned in the above letter.

Name: _____

Signature: _____

Place & Date: _____

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F. D. (MUBIN) TECHNICAL EDUCATION CAMPUS



F. D. (MUBIN) INSTITUTE OF ENGINEERING & TECHNOLOGY

Approved by : AICTE, Affiliated to : GTU (Institute code No. 675)
Managed by : F. D. Education Society, Jamalpur, Ahmedabad - 380 001.

Ref. No. : *FDM/ADM/2019-20/29*

Date : *10 / 01 / 2020*

Relieving Letter

To,
Hardik Prajapati
Lecturer, Mechanical Department

Subject: Regarding to relieve from your duties and responsibilities

Dear Sir,

With reference to your resignation letter dated 02nd January 2020 wherein you have requested to be relieved from your services as soon as possible. We inform you that your resignation has been accepted and you are being relieved from your position of lecturer, Mechanical Department with organization from 6th January 2020.

Your full and final settlement will be processed and credited in the next 30 days to the account provided during your employment. We appreciate your contributions to institute and wish you all the best for your future endeavors.

Regards,

Principal

PRINCIPAL
F. D. (MUBIN) INSTITUTE
OF ENGG. & TECHNOLOGY
BAHIYAL





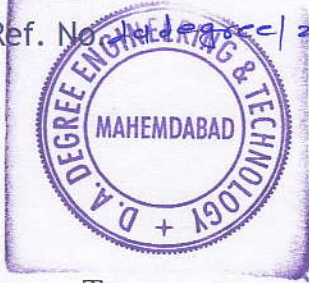
Managed By : Hiraba Kelavni Trust

D. A. Degree Engineering & Technology

Approved by A.I.C.T.E. New Delhi & affiliated to G.T.U. Ahmedabad.

Ref. No. 2016-27/121

Date : 08/05/2017



RELIEVING LETTER

To,
PRAJAPATI HARDIK BAKORBHAL
Assistant Professor

This is the reference to your resignation letter dated 06/05/2017 this is to inform you that your resignation has been accepted and you are relieved from the service from D.A. Degree Engineering & Technology, Mahemdabad, Dist. Kheda.

Experience Details:

Date of Joining: 09/01/2015

Date of relieving: 06/05/2017

Branch: MECHANICAL ENGINEERING

Conduct: Good


Efficiency: Good

Salary Scale: Rs.15600-39100+5400 AGP

(Total Salary: Rs.49450/- per month)

We wish you all success in your future endeavors.

best wishes


PRINCIPAL
D.A.D.E.T
Principal / Director
D. A. Degree
Engg. & Technology
Mahemdabad.