



SWARNNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE.

INDIA'S FIRST UNIVERSITY FOR STARTUP

REF: SWARNNIM/HR/APPOINTMENT ORDER/2022/1348

DATE: 24-Jan-2023

Mr. Paras Mangabhai Parmar
Dhrufania,
Amreli, Gujarat-365220.

Dear Mr. Paras Mangabhai Parmar

With reference to your application in the setup of Swarnnim Startup & Innovation University (herein after to be referred to as "the University" for the sake of convenience), we are pleased to appoint you for the position of an Assistant Professor in Swarnnim School of Business a Constituent College in the setup of the University subject to following terms and conditions:

1. TERMS & CONDITIONS:

- Your date of appointment will be effective from **24-Jan-2023**.
- Your monthly salary would be **Rs: 43,000** as per the Norms subject to necessary deduction as per the compliance.
- Your services may be terminated by the University by giving you three month's notice or by paying your three month's salary in lieu of notice. 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 of three months as indicated herein above.
- If you desire to leave the University after being appointed, you may do it only after serving three month's notice or making payment of three month's salary in lieu of notice to the University. However, under no circumstance, you will leave the University without opting for either of the aforesaid two options. The aforesaid arrangement is subject to clarification that your resignation would not be accepted by the University in the midst of any semester/ academic term.
- The University reserves the right to terminate your services for any of the misconducts committed by you while in service without serving any notice or making payment in lieu thereof as indicated herein above.
- 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.



Managed by G P Jain Charitable Trust

+91 9512343333 | info@swarnnim.edu.in | www.swarnnim.edu.in

H.O : Swarnnim House, At Urvasad Cross Road, Adalaj, SG Highway, Gandhinagar 382421

- g) You will be governed by the Rules and Regulations of the University, as may be in force from time to time.
- h) You will not be allowed to take any part time employment elsewhere during your term of appointment with our university.
- i) For securing the amount of notice pay payable by you at the time of leaving the University, you shall be required to issue blank cheque in favour of our university at the time of joining our university. The said cheque shall remain in the custody of our University and will be encashed in the event of there being any breach on your part of not fulfilling any of the obligations indicated in clause nos. e and g herein above.
- j) In the event of any dispute of whatsoever arising out of the present letter of employment, including the dispute with regard to non payment of amount in lieu of notice pay payable by you under the terms of present letter of employment at the time of leaving our university, the aforesaid dispute shall be referred to sole arbitrator to be appointed with the consent of both parties in accordance with the provisions of Arbitration and Conciliation Act, 1996. The venue and seat of Arbitration shall be at only.
- k) You will be required to execute a separate undertaking in favour of the University for either agreeing to issue blank cheque for the requisite amount in favour of the University or to agree for deduction of the requisite amount every month from your salary for securing the payment payable by you to the University for violating any terms and conditions concerning notice period referred to herein above. It will be open for the University to insert the date in the blank cheque in the event of the aforesaid cheque being presented for encashment. Or in the event of your opting for an option for deduction of the amount every month from your salary, it will be open for the University to appropriate the amount so deducted for breach of the terms and conditions concerning notice period mentioned herein above. However, in the event of there being compliance by you of the terms and conditions concerning notice period, either the cheque shall be returned to you or the amount deducted by the University every month shall be refunded to you at the time of your leaving the University, depending upon the option you opted for.

2. OTHER BENEFITS

- a) Leave, holidays and working hours as applicable to your category of employees and location, Department of posting.
- b) 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.
- c) You will be entitled to other compensation and benefits in accordance with the SSIU University policy as modified and intimated to you from time to time.



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- d) Your performance would be reviewed periodically and necessary correction in the salary will be done accordingly.

3. 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.
- e) 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.
- f) 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.

4. 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 SSIU 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 SSIU (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.

5. 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



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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 SSIU and you relating to the same subject matter.

6. NOTICE PERIOD

- a) This contract of employment is terminable, without reasons, by either party giving **03 Month (90Days)** written notice. SSIU reserves the right to pay or recover salary in lieu of notice period.

7. 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,


Registrar

Registrar
Swarnim Startup & Innovation University
At: Dhayachod, Gandhinagar.



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

Name: Parmar Paras Mangabhai

Signature: 

Place & Date: Gandhinagar & 24th JAN 2023.



ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

No. AU/HR/Appt/AP/210804-3 /2021

Date: 04/08/2021

To,
Paras Mangabhai Parmar
B 201, Dev Ashish Flats,
Ayodhya Chowk,
Rajkot (Gujarat) India.
Email id: parasmparmar154@gmail.com

Sub: Appointment Order - Faculty Position as **Assistant Professor** – reg.
Ref.: 1. Our offer letter no. AU/EST/NSP/AP/210709-8/2021 dated: 09/07/2021
2. Your acceptance letter dated 12/07/2021

Dear **Paras Parmar**,

Following your application and subsequent interview with us on 26/06/2021, on behalf of the President of the University, I am pleased to appoint you as **Assistant Professor** in the Department of **Management**, Faculty of **Business & Commerce**, Atmiya University, Rajkot from **04th August, 2021**. Your service will be governed by the Policy of Atmiya University and terms & conditions listed hereunder or amended from time to time:-

1. Your employment will be subject to **one year** probation period. The authority, if necessary may extend the probation period. During the probation period, your services may be terminated by the University without any notice period.
2. You shall be fixed in the pay band of Rs. **15600-39100** with Grade Pay of Rs. **5400/-** plus usual allowances as applicable. Your salary at the time of appointment shall be as follows:-

Scale of Pay	15600-39100 (with Basic Pay: 15600)
Grade Pay	5400
DA (40%)	8400
HRA (20%)	4200
Other Allowances	1140
Gross Salary	34,740/- (Rupees Thirty Four Thousand Seven Hundred Forty only)

3. You shall present the originals as well self-certified true copies of relevant documents such as indicated in Annexure while joining duty.
4. You are required to give the correct mailing address and other personal details in the proforma as soon as you join duty. Any letter sent by Registered Post with acknowledgement to the address given, shall be deemed to have been acknowledged duly and signed by you.
5. If any information given in the application form is found incorrect or contradictory at any time after the appointment, your service will be terminated forthwith and no further correspondence will be entertained.
6. You will not conduct or engage yourself in private tuitions or private coaching classes.
7. You will not engage yourself in any other paid job, full time, part time, honorary or otherwise during the continuance of your service in the University.

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ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

8. You will not appear for any examinations without prior permission of the Management while in service of this organization.
9. You will not take part in political activities.
10. If you desire to leave the service, you will have to give **one month's notice or one month's Gross Salary**, in lieu thereof. Similarly, Management will give one month's notice if your services are not required / not satisfactory or one month's Gross Salary in lieu of the notice period thereof.
11. You will not directly or indirectly involve yourself in any anti-Management activities.
12. Your behavior with colleagues and entire college staff should be polite, cooperative and gentle.
13. You will not form any union or organization amongst yourselves and colleagues.
14. You are required to observe the prescribed dress code as decided by the Management from time to time.
15. You will not process any letters either signed by you or signed jointly on any issues against the Management without prior permission of the Management.
16. You will have to carry out the duties/work assigned to you by your higher authorities and the Management besides your teaching/routine work.
17. In addition to your regular duties, you will have to carry out the duties assigned by the Management including coordination with the other departments, R&D activities, or any other activities/responsibilities that may be entrusted to you from time to time.
18. You will not apply elsewhere for service without obtaining prior permission from the Management. If it is found that you have applied elsewhere without prior permission from the Management, the Management will impose a penalty of three months' salary on you before issuing the relieving order or you may not be relieved from service of the University.
19. **Appraisal:** You will submit an annual self appraisal in the prevailing format in the month of April. The concerned authorities will conduct an annual appraisal of your progress and contribution and associated career progression.
20. **Motivation:** It is expected that as a faculty member you will guide and motivate junior faculty members as well as students to achieve learning excellence.

You are requested to acknowledge the receipt of this order and return two copies (enclosed) duly signed in token of acceptance of this order and terms and conditions.


Registrar (UC)

- Copy to:
1. Pro-Chancellor, Atmiya University, Rajkot
 2. Office of the Vice-Chancellor, Atmiya University, Rajkot
 3. Registrar, Atmiya University, Rajkot
 4. Dy Registrar, Atmiya University, Rajkot
 5. Dean, Transformative Academics, Atmiya University, Rajkot
 6. Dean, Faculty of Business & Commerce, Atmiya University, Rajkot
 7. Controller of Examinations, Atmiya University, Rajkot
 8. HR Section, Atmiya University, Rajkot
 9. Accounts Section, Atmiya University, Rajkot
 10. Paras Mangabhai Parmar

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Shree H.N. Shukla College of Management Studies - Rajkot

(Approved By A.I.C.T.E. & Affiliated to Gujarat Technological University)

Shree H.N. Shukla College Campus, Nr. Lalpari lake, B/h. Marketing Yard, Amargadh-Bhichari, RAJKOT.

Ph. : (0281) 2474361, 2471615 Fax : (0281) 2472590

website : www.hnsmba.org | E-mail : hnsplacement@gmail.com

Ref. No. : 60512021

Date : 31/07/2021

Experience Cum Reliving Letter

TO WHOM SO EVER IT MAY CONCERN

Dear Paras Parmar,


This is to certify that **Mr. Paras Parmar** has worked as an Assistant Professor in **Shree H. N. Shukla College of Management Studies, Rajkot**, from **15/06/2019 to 31/07/2021**.

With reference to the resignation letter submitted by him to the institute, he is getting relieved from his roles and responsibilities from the institute, with effect from **31/07/2021**.

During his tenure, we found **Mr. Paras Parmar** performing satisfactory to all the **criteria of the institute**. We would like to wish him best of luck for his future.

Thanking You.

Yours Faithfully,


CAMPUS DIRECTOR
Shree H. N. Shukla College
of Management,
Rajkot.

Mr. Sanjay Vadhar,

Campus Director,

Shree H. N. Shukla College of Management Studies, Rajkot.





SATKAR EDUCATION TRUST MANAGED

GEETANJALI INSTITUTE OF MANAGEMENT STUDIES

Affiliated to GTU & Approved by AICTE

Rajkot - Morbi Highway, At Hadala, Ta Tankara, Dist Morbi. Pin : 363 641

To,
MR. Paras M. Parmar
To : Thrufania,
Near Hanuman Deri, House No. 209
Tal : Lathi
Dist. : Amreli
Pin : 365220

Date: 09/05/2017

Sub : Appointment Order

Dear Sir,

- a. With reference to you application & Personal Interview conducted on , 07/05/2017. We are please to inform you that you have been selected & appointment as "Asst. Professor" for Geetanjali Institute of Management Studies, Rajkot on the following terms and condition.
1. Pay for this per month will be 15600-6000-39100 with basic pay of Rs. 15600/- and H.R.A., D.A. and allowances per A.I.C.T.E. , G.T.U. and state Government Rules.
2. You will not be entitled to any nature of leave except proportionate 'Casual Leave', which will 1 day per month (12 days in a year)
3. The assignment being full time nature, Your duty hours will be of 8 Hrs. per day.
4. You will be abiding by the rules and regulations framed by the Geetanjali Institute of Management Studies, Rajkot, as well as Govt. of Gujarat, G.T.U. & A.I.C.T.E. from time to time.
5. It would be solely at the discretion of the management to extend your tenure of appointment after completion of the term. Apart from responsibilities of teaching, conducting examinations you are invited to take active interest in the development process of Geetanjali Institute of Management Studies, Rajkot.
6. Management reserves the right to terminate without any notice for acts of misconduct, indiscipline and disloyalty.
7. It is also stipulated that you will be required to serve one month's notice in advance prior to joining any industry or educational institution while serving Geetanjali Institute of Management Studies, Rajkot.

Thanking You.


DIRECTOR
GEETANJALI INSTITUTE
OF MANAGEMENT STUDIES
RAJKOT



Satkar Education Trust

Geetanjali Bhavan, Sadhu Vasvani Road,
Ajantapark, Rajkot. Ph. : (0281) 2587550 / 2586550
website : www.gimsmba.org | email : gims766@gmail.com



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Speed - Post

Ref: GTU/SEB/MBA/766/2017/ 4029

Date: 6/6/2017

To,
The Principal
Geetanjali Institute of Management Studies
Rajkot - Morbi Highway, At Hadala, Tankara,
Rajkot - 363650.

Sub: Endorsement of faculty recruitment for management.

Ref: Interview held on Dt: 07/05/2017.

File Inward No: 8206 Dt: 15/05/2017.

Dear Sir,

With reference to above mention subject, Gujarat Technological University has scrutinized the file and the following candidates are finally endorsed for the regular appointment. Please note that in case of any of the faculty resign from the institute, a copy of resignation letter is to be forwarded to GTU for information.

Sr.	Candidate Name	Qualification	Designation
1.	Dr. Jignesh Vaja	MBA	Associate Professor
2.	Jalpa Zalavadia	MBA	Assistant Professor
✓ 3.	Paras Parmar	MBA	Assistant Professor
4.	Disha Solanki	MBA	Assistant Professor
5.	Hemali Jani	MBA	Assistant Professor
6.	Asha Lunagariya	MBA	Assistant Professor

Kindly submit acknowledgment of the concerned faculty.


Registrar

- **Copy to:** Concerned faculty through the Principal / Head of Institute.
- This endorsement/approval is valid upto **65 years** of an applicant for any post.