



**SWARNNIM**  
STARTUP & INNOVATION  
UNIVERSITY  
WHERE DEAS COME ALIVE.

INDIA'S FIRST UNIVERSITY FOR STARTUP

REF: SWARNNIM/HR/APPOINTMENT ORDER/2023/1422

DATE: 01-July-2023

Dr. Sourbhi Chaturvedi,  
B 503 Tirupati Aakruti Greens,  
Chharodi, Gota, Ahmedabad,  
Gujarat-382470.

Dear, Dr. Sourbhi Chaturvedi, 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 a **Director** in **Administration Department** in the setup of the University subject to following terms and conditions:

**1. TERMS & CONDITIONS:**

- Your date of appointment will be effective from the **01-July-2023**.
- Your monthly salary would be **1,75,000 CTC** 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.





- 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 **Dean**.
- 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.

### 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



A handwritten signature in black ink, appearing to be "Rajesh".

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

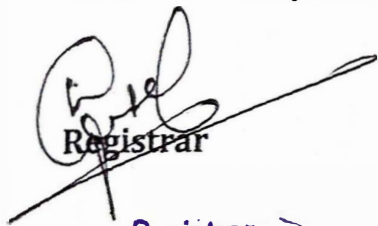
- a) This contract of employment is terminable, without reasons, by either party giving 03 Month(90Days) written notice. SSIU reserves the right to pay or recover salary in lieu of notice period.

## 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  
Jyoti Rathod, Gandhinagar.

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

Name: Dr. Sourbhi Chaturvedi

Signature: \_\_\_\_\_



Place & Date: 01-July-2023



# INDORE INSTITUTE OF TECHNOLOGY AND MANAGEMENT



23, PARK ROAD, SHRI GSITS CAMPUS, INDORE - 452 003 (M.P.)  
Established by Shri Govindram Seksaria Technological Society, Indore  
(The founder Society of Shri GSITS, INDORE)

Phone : Director-542312, Office-542614 ■ Fax : 0731-432540

E-Mail : iitmind@bom4.vsnl.net.in  
garg\_vn@hotmail.com

I. I. T. M.

Ms. Sourabhi Shantwan  
387, Plowden Road  
MHOW.

Ref. No. IITM/DO/AO/009  
Date 07/07/2000

Sub : Appointment on the post of Lecturer in IITM. Indore on contract basis.

Dear Madam,

1. The Institute is pleased to appoint you as Lecturer on contract basis on a consolidated salary of Rs.8000/- per month. all inclusive from 10th July 2000 for a period of one year. This offer is subject to your securing 1st Division in MBA.
2. You will be entitled for leave as per institute rules applicable from time to time.
3. The contract may be terminated by either side by giving seven days notice. However under special circumstances the Institute can terminate the contract without any previous notice.
4. Your duties will include teaching /consultancy & Industry interaction and any other work allotted to you by the Director. Your share from consultancy etc. will be as per rules of Institute.
5. Present timings for teaching staff in the institute are from 8.30 A.M. to 3.00 P.M. and are flexible.

Please accord your consent in the additional copy of this appointment letter.

Yours Sincerely

(Dr.V.N.Garg)  
Director.

(A.K.Chitale)  
Chairman  
IITM and Shri G.S.Technological  
Society, Indore.





# SHRI VAISHNAV<sup>SM</sup> INSTITUTE OF TECHNOLOGY & SCIENCE, INDORE

BAROLI (INDORE SANWER ROAD), DISTT. INDORE (M.P.) 453 331 PH.: (07321) 224371-75 Fax : 07321-224371



No:estt./2006/8116/18

Dated: 11/09/06

## : OFFICE ORDER :

Consequent to the approval accorded by the chairman Governing Body on the recommendation of the staff selection committee Mrs. Saurabhi Chaturvedi, D/O Shri Solomon Shantwan, Flat No. 103, 14A/A Aashiyana Enclave, Scheme No. 54, Opp. Satiya Sai School, Indore – 452010(M.P.) , is hereby appointed as Assistant Professor on basic pay of Rs. 12000 /- per month in the pay scale of Rs. 12000-420-18300 plus dearness allowance as admissible to the employees of the Institute from time to time with effect from the date of his/her joining duty in this Institute. This appointment will be on probation for a period of TWO YEARS which may be extended further, if required. subject to the general terms and conditions of service in force and applicable to the Institute employees and as may be amended from time to time in addition to the following conditions:-

1. THAT as per AICTE rules the candidate should possess the degree of Ph.D. but as on date he/she has not acquired the Doctoral Degree from any University it is necessary that he/she must acquire Ph.D. Degree within 7 years from the date of joining, failing which the increments will be stopped until same degree is earned.
2. THAT as a member of teaching staff he/she shall carry out such teaching and allied work relating to degree & other courses as may be required from time to time. He/ She will teach MBA and BE classes.
3. THAT the appointment is a full time job and does not permit the employee to engage herself in any outside consulting professional, tutorial and/or such other outside work either with or without remuneration, without express permission of the principal & the secretary.
4. THAT his/her work will be evaluated in every six months. If it is found unsatisfactory his/her services shall be liable to be terminated.
5. THAT his/her services may be terminated with ONE month's notice during the period of service. However, that when such notice is not given the Institute authority shall pay to him/her an amount equal to the salary for the period of notice.
6. THAT he/she will have to give THREE months notice before leaving the services of the Institute and in the absence of such notice he/she shall have to pay to the Institute an amount equal to the salary for the period of notice.

Contd... 2

*Signature*





**LNCT GROUP OF COLLEGES**  
(Zonal Office Indore)

No. LNCTGC/ZOI/ADM/2012-13/ 8028 Estd. 2004

Date: - 6<sup>th</sup> June '13

**CONDITIONAL LETTER OF OFFER FOR APPOINTMENT**

To  
Dr. Sourabhi Chaturvedi  
Indore

Dear Madam,

This is with reference to the interview held on 22<sup>nd</sup> May '13 in presence of selection committee constituted under College Code 28 of the Devi Ahilya Vishva Vidyalaya, the Managing Director has been pleased to appoint you as Director and Professor in the Department of Management Education & Research (LNCT-MER) with one of the LNCT Group of Colleges located in Indore on a consolidated salary as discussed with you and agreed upon i.e. Rs. 65,000 Per month and transportation will be provided on sharing basis. You are requested to join duty on or before 1<sup>st</sup> July '13.

You will be on probation for a period of 18 months from the date of joining. If your services are not satisfactory or if you are not satisfied with our institution, in either case, management shall be free to withdraw your services.

LNCT Indore extends good wishes and hopes that you serve the Institute for a longer period of time. If not, then you will serve at least for a period of one year. In order to make it effective, you are required to sign a bond of one year.

If this employment offer with our institution is acceptable to you kindly sign and send us the duplicate copy of this offer letter as a token of acceptance either through surface mail or through email.

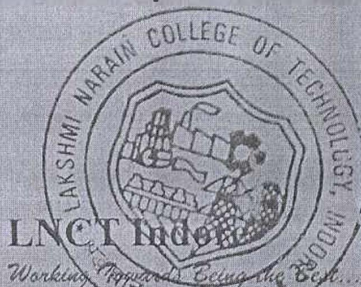
We welcome you to be a part of LNCT Group and look forward to have a long term association.

For LNCT Group of Colleges

(M.P. Verma)  
Group Director HR

I, Dr. Sourabhi Chaturvedi, confirm my acceptance of  
this offer and will join from 26 June 2013

(Dr. Sourabhi Chaturvedi)



• (An LNCT Group of College)  
An ISO 9001:2000 Certified Institute

Office : Lakshmi Narain College of Technology, Village Bhawrasla, Sanwer Road, Rewti Range, Indore - 453 331 (M.P.) INDIA  
Tel : 91-731-4253100, 101, 102, 103 Fax : 91-731-4253103 Website : www.lnctindore.com E-mail : lnctind@gmail.com



# OAKBROOK BUSINESS SCHOOL

Plot No.225, Opp. Maharaj Hotel Lane, Jamiyatpura Road, Sarkhej-  
Gandhinagar Highway, Po. Jamiyatpura, Gandhinagar-382423.

Tel. No.: 079 23970170, 23970171

Email : info@oakbrook.ac.in

Website : www.oakbrook.ac.in

OBS/2017/HR/ 1148-A

Date: 20.12.2017

To,  
Dr. Sourbhi Chaturvedi  
Director  
Oakbrook Business School

**Subject: Increment Letter**

Dear Dr. Sourbhi,

**Congratulations!**


We are pleased to inform you that based on your Annual Performance a for Year 2016-17, your monthly CTC has been revised to Rs. 66,000/- Thousand Only) effective 20.06.2017. The revised salary break up is attached as Annexure- A for your reference.

We are sure that with this revision in your CTC, you shall perform your current assignments as well as additional assignments given to you from time to time, with more sincerity, efficiency, flexibility and commitment. We expect you to be more efficient in managing the team by achieving the targets of Oakbrook Business School and contribute towards the vision of the Institute.

Your next performance appraisal shall be target based, details of which shall be worked out and communicated to you. Your other employment terms and conditions applicable and incorporated in the Appointment Letter issued to you remain unchanged.

Wishing you the very best.

Yours Sincerely,

  
Satya Prakash Tiwary  
Administrative Superintendent  
Oakbrook Business School



Received.  
(18) Saurabhi





# OAKBROOK BUSINESS SCHOOL

Plot No. 225, Opp. Maharaj Hotel Lane Jamivatpura Road  
Sarkhej-Gandhinagar Highway,  
Po Jamivatpura, Gandhinagar-38242

Tel. No. : 079 23970170  
23970171

Email:  
Web:

App

Date: 14.06.2016

**Dr. Sourabhi Chaturvedi**

A-93, Pruthvi Tower,  
Jodhpur Char Rasta,  
Satellite, Ahmedabad  
Email: so\_1919@yahoo.com.  
Contact: 9925619576

**Subject: Appointment letter – Director, Oakbrook Business School**

Dear Dr. Sourabhi,

This has reference to your Interview and recent discussions we had with you for a position of Director/Principal at Oakbrook Business School.

1. The Institute is pleased to offer you a position of Director in Oakbrook Business School.
2. This is full time appointment. Your appointment shall be for period of five years from the date of your joining.
3. Your date of joining in the Institute is 20<sup>th</sup> June 2016. You are required to complete the joining formalities with HR dept. prior to your Joining.
4. You shall be paid fixed emolument (CTC) of Rs 60,000/- (Rupees Sixty thousand only) per month. You shall be liable for statutory deduction as per prevailing norms applicable from time to time.
5. You will be entitled to avail 10 Casual Leave, 10 Sick Leave and 10 Festival Holidays during the year as decided by Institute.
6. You shall report to Ms. Shraddha Sheth, Chief Executive Officer (CEO).
7. Your detail terms and conditions are enclosed as Annexure-A.
8. You will execute and perform all duties related to your post and further all other duties as may be entrusted to you from time to time, in the above capacity or in any

Sourabhi

other capacity, to the best of your ability and also conduct yourself faithfully and conscientiously.

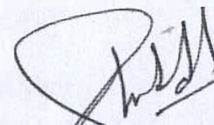
9. The Institute expect Director/Principal to take leadership in providing quality education as envisioned by the Promoters through explicit vision and mission statements. Director/Principal shall be responsible for giving desired direction faculty, staff, students and other associates of the Institute and build globally accredited programmes and frontline areas of research. You shall lead Institute to become one among first five institution of Gujarat in next three years.
10. This appointment letter is issued to you on the basis of the information and particulars furnished by you in your application (including CV), at the time of your Interview and thereafter. If it is subsequently found that you have made a false statement/furnished wrong details (including non-disclosure of a material fact), the management shall take such action as it deems fit at its sole discretion, including termination of your employment.
11. Oakbrook Business School rules shall apply and exceptions if any in this letter of appointment shall have overriding effect. In case terms and conditions are acceptable to you, please sign the duplicate copy of this letter on each page and return it in token of having understood and accepted the same for our record.
12. We take this opportunity to congratulate while offering this appointment, and look forward to a long and mutually beneficial association. We trust that our relationship will be guided by a quest for excellence in all facets of our interactions, as well as based on a foundation of mutual respect and sincerity in all dealings.

The Institute needs able and forward looking leadership along with the commitment of highest order to provide desired work culture and nurture scholarly ambience of the world class institution.

We look forward for your contribution towards the above mentioned goals of the Institute.

With Regards & Best Wishes

Yours Sincerely



(Shraddha Sheth)  
Chief Executive Officer

Received  
Saurabhi



## ANNEXURE – A

The broad terms and conditions of your appointment are as under:

### **A. ACADEMICS**

- You shall be responsible to oversee academic and recruitment activities of teaching staff, conducting events for at least one month, help research and publication cell and any other assignments relating to academic students events given from time to time. You shall be included inviting subject experts from your academic fraternity to OBS for lectures/presentation.
- You are required to discharge your duties related to co-curricular activities as assigned from time to time.
- You shall also be responsible to teach the subjects assigned to you assigned to you by the Management as per GTU syllabus as modified from time to time.

### **B. RESEARCH**

- To identify research priorities, as part of the strategic vision for the Institute.
- To take a leadership role in the development of an international reputation for the Institute.
- To attract research grant income, and other income, from a variety of sources, of a sufficient level that the Institute will become self-sustaining after the initial period.
- To produce high quality, peer reviewed papers and oversee the production of papers by other members of the research team or faculties for the development of reputation of the Institute.
- To ensure that the Institute has a presence at relevant high profile international policing conferences, in order to disseminate the Institute's research findings.

### **C. NETWORKING & INDUSTRY RELATION:**

- To establish new linkages with external partners, and build upon existing relationships, in order to establish the Institute as a key partner for Industrial relationships and also for Summer Internship and Placement of students.

### **D. OTHER DUTIES**

- You shall attend atleast one State/National Conferences in a year.
- You will be expected to participate as an active member of the Board in attendance at all Board meetings, and contribute in strategic planning and showcase your directorships as and when required.
- You shall be responsible to manage the performance of the staff in meeting their agreed goals and objectives.
- You shall exercise your powers and duties with reasonable care and diligence.
- You shall perform any other work as given by your reporting authority.

*(Signature)*

#### **E. PERFORMANCE APPRAISAL:**

- You shall prepare Annual Plan in consultation with your reporting authority and perform your duties to achieve milestones on time bound manner.
- Your Annual Plan should be divided in two semester and four quarter basis and compliance be submitted on same periodical , You shall be submitting your performance appraisal based on achievement on Annual basis and presentation to the Management Committee.
- Your remuneration appraisal will be based on your performance and feedback that you receive

#### **F. TIME COMMITMENT**

- As a Director you are expected to bring objectivity and independence view with effective leadership.
- You shall work at OBS for fulltime from 9.00 am to 5.30 pm (8-hours each day). You shall punctually mark attendance and sign with arrival and departure time in the register meant for the same.
- In addition to the above, you shall be present in additional meetings as and when required to be conducted.

#### **G. INTEGRITY**

- You shall not accept any present (gifts), commission or any sort of gratification in case or kind from any person, party, corporate or firm or Institute having dealing with the Institute and if you are offered any, you should immediately report the same to the Management.
- You will not (except in the normal course of the Institution's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Institution's product/services or to any matter with which the Institute may be concerned directly or Indirectly, unless you have previously applied to and obtained written permission from the Institution.
- During the period of your employment with the Institute, you will devote full time to the work of the Institute. Further, you will not take up any other assignments or any office, honorary or for any consideration, in case or in kind or otherwise, without the prior written permission of the Institute.

#### **H. CONFIDENTIALITY**

- All the information including documents, commercial offer and Institute's policy, acquired by you during your term as a Director of Institute shall be treated as confidential and should not be released, either during your tenure or following

*Q. usabhi*



termination to third party without prior clearance of Board of Governors unless this information is required for statutory purpose by regulatory authority.

- Any of your technical or other important information which might come into your possession during the continuance of your employment with us shall not be disclosed, divulged or made public by you even thereafter your employment is over with the Institute.

#### **I. TERMINATION/RESIGNATION**

- Either something in written. Party can resign/terminate from your position subject to serving a one month reasonable notice period. You are required to inform and discuss with the Board before giving

(19) surabhi



## **Office Order No.008/2019**

To,

**Dr. Sourbhi Chaturvedi,**

A - 93, Pruthvi Tower,

Jodhpur Char Rasta,

Satelite, Ahmedabad.

Mo: 98267 26091 e-mail: so\_@yahoo.com

**Sub: Appointment for the post of Professor and Dean of GNU-FMS**

**Ref.: Selection Committee held on January 08, 2019**

**Dear Dr. Sourbhi Chaturvedi,**

With reference to the above, we are pleased to inform you that it has been decided to select you for the appointment as **Professor and Dean of Ganpat University – Faculty of Management Studies** in the scale of **Rs.37400-67000 with AGP Rs.10,000/- with Basic Rs.44,590/-** per month with other applicable allowances as per GNU norms on below mentioned terms and conditions. Duties and Responsibility assigned to you shall be as per Appendix – A attached herewith.

1. That you shall abide by all the rules and regulations of the Ganpat University in force and may change from time to time.
2. That your appointment is for the period of Five years. The continuity of this contract be decided based on your performance after completion of two years, however your performance be revived every year. This contract can be brought to cease with a one-months' notice by the either of the sides or payment of one month salary in lieu of one month notice period during first two years and it shall be three month thereafter.
3. You will provide leadership to all the institutes under the Ganpat University – Faculty of Management Studies and its performance shall be an important part of your yearly performance appraisal.
4. You shall have to Publish minimum 02 Research papers in referred Journal/s of repute and take up at least one assignment of each minor and major research project funded by different funding agencies during the first two years. Failing which no further increment will be given till compliance of the said condition.
5. You shall send acceptance of the letter of appointment within 7 days from the date you receive this appointment, failing which the appointment may be treated as cancelled.
6. This is a full time appointment and you will sincerely devote your time to the services of the College / University.
7. You will neither work nor render your services to any other institute, company or a person. You will also not engage yourself directly or indirectly in any other activity or business, profession or vocation of any kind whatsoever, with or without remuneration, other than that of this institution. If you are found to do so, you will be solely responsible for the consequences of your act.
8. You will not disclose the confidential matters of the University / Faculty / Institute, otherwise you will be immediately relieved from your duties.
9. You will be relieved immediately from the services without giving prior notice for the acts of persistence negligence of duty, dishonesty, immorality, incompetence or misconduct.
10. That you shall not take part in politics;
11. Leave will be provided to you as per the University rules. All types of leave have to be approved of in advance.
12. If you remain absent from your duties without written permission for a period of continuous 15 days or more, your services may be terminated.
13. That if you desire to seek employment elsewhere, your application must be forwarded through the office of Executive Dean, GNU-FMS;
14. That you shall report to Executive Dean, GNU-FMS;
15. That you shall respect and act according to decision pass on to you by higher authority.
16. With respect to forming new policy or altering existing one of your respective College/Institute, prior approval / concurrence from Hon. Director General and Executive Dean, GNU-FMS will have to be taken and be implemented in accordance, rather than case to case dealing.

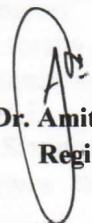


17. That you shall take decisions in accordance with existing policies and shall honor judgment without being pre-conceived, biased and with half/no evidence.
18. In case of your resignation, you shall not be relieved of during the academic term. In case you fail to submit your dues in the form of money, books, instruments, documents etc. at the time of your leaving the Institute, you will not be issued a No Objection Certificate and a Relieving Letter as well.
19. That your services may be utilized in any College /Institute of the University, if required, without affecting your terms and conditions of this appointment. That your duties shall not be confined only to the duty of Professor and Dean, GNU-FMS; but also to carry out other institutional, curricular and extracurricular activities during working days, holidays or vacation, as and when required.
20. That you shall intimate with proper documents in the event of any achievement, passing higher degree, any change in corresponding address and any update which is appropriate to bring to the notice of the university through proper channel.
21. That you must achieve minimum requisite band in the Ganpat University English Language Proficiency Test (GELPT) conducted by Ganpat University or any other equivalence international English Language Proficiency / Competency Test as per GNU guidelines released from time to time before next annual increment / financial benefit comes. Failing which no annual increment / financial benefit be granted till the requisite band successfully achieved.
22. That your appointment shall be terminated on the event of continuous non-performance / under-performance against the clauses mentioned in this office order, role and responsibility mentioned in appendix-A and other written/oral instructed jobs / assignments / tasks in future from time to time.
23. That you will be relieved immediately from the Institute without giving prior notice for the acts of persistence negligence of duty, dishonesty, immorality, incompetence or misconduct;
24. That your any action tarnishing the image of the Institute/University shall invite serious disciplinary action leading to termination of your services.
25. That the Management reserves the right to terminate your services without assigning any reason at any time.
26. That you shall breath and follow the Code of Conduct, Ganpat University.
27. A breach of any of the above-mentioned rules and employment conditions will be understood as the breach of discipline, for which your duties shall stand as terminated.

Your acceptance of this offer of employment will automatically constitute a contractually binding agreement to the aforesaid terms and conditions.

**F. No.82/GNU/VMPIM/SELE/017/2019**

**Date: January 16, 2019**

  
**(Dr. Amit A. Patel)**  
**Registrar**

I, **Dr. Sourbhi Chaturvedi**, have read, understood and accepted above terms and condition of this order. Signature with name of employee: \_\_\_\_\_

**Copy to:**

1. The Director General 2. The Dy. Director 3. The all Executive Deans / Deans / Principals, GNU
4. University Sections 5. Office File 6. Personal file 7. Select File

**CFWC to:**

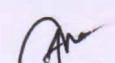
1. The President

**DUTIES AND RESPONSIBILITIES**

**AS**

**DEAN – FACULTY OF MANAGEMENT STUDIES**

1. You shall responsible for bringing robustness, competitiveness and excellency in the operational aspects of GNU-FMS as far as academic matters of all programs come under GNU-FMS are concerned.
2. You shall be responsible for enhancing the teaching-learning experience for students at GNU-FMS of a level that place the faculty at premium category of institutes at national and international level.
3. That you shall be responsible to bring in innovative teaching-learning pedagogies suitable to the students belongs to millennial population as well as the need of hours.
4. That you shall responsible to strength the bond between our alumni and the University as much as that brings mutual professional benefits for both.
5. You shall responsible for to offer other specialized programs to cater the need of industries with association of national and international reputed firms / organizations.
6. You shall responsible to tie up with foreign university to excel further in academic pursuit through joint degree/s, students and faculty exchange programs etc.
7. You shall responsible to run all programs through maximum synergy, optimum resource utilization in sharing including human resource to bring efficiency and effectiveness for the overall growth of the GNU-FMS.
8. You are responsible for identification & development programs, tie-up and liaison with Government, Universities, Public & Private companies, agencies and academic institutions.
9. You shall responsible for sustainability of the programs run under Ganpat University – Faculty of Management Studies.
10. You shall responsible to establish connectivity with industries, research institutes, association related to Management filed with a view to have continue the Management related updated information, healthy inputs on syllabus redesigning and to offer better placements to the students.
11. You shall be responsible to generate alternative revenue models for GNU-FMS for instance training programs, consultancy work, major / minor research projects etc.
12. You shall be responsible for the delivery of academic curriculum, providing leadership to the faculty and managing the processes through which teaching is conducted and administered at institutions under Ganpat University – Faculty of Management Studies.
13. You shall work closely for academic matters with Executive Dean, Ganpat University – Faculty of Management Studies and maintain a continuous channel of communication with other administration offices at the University and different institutions of GNU.
14. You shall ensure for the Teaching Quality, proper conduct of Examination, Statutory Compliances, Research and Publication, Events Management under all programs and institutions under Ganpat University – Faculty of Management Studies.
15. You shall oversee development and implementation of Academic Strategic Planning for Ganpat University – Faculty of Management Studies.
16. That you shall have to submit 5 years planning for the institutes converted into yearly planning with measureable outcome within one month.
17. That you shall be responsible to place the Institutes in top 3 institutes in the state and top 10 best Management Institutes in the country.
18. You shall be responsible to place students, not less than 95%, in good industries / organizations with suitable job profile and pay packages.
19. You shall create pool of professional individuals through adequate rapport who can extend their support in the development of the programs and the faculty as and when needed.
20. You shall maintain the dignity of the post and organization by behavior and conduct.





21. You shall undertake any other activities assigned from time to time by competent authorities of the University.
22. That you shall ensure the effective implication of all policies of GNU and ensure all employees of GNU-FMS shall follow the same with true spirit.
23. That Key Performance Indicators (KPIs) of your position shall be mutually decided once you join the Institute.

The list is an indicative not exhaustive. You shall extend your duty, for any work, as and when asked by the competent authority.

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