



Shrestha Ash &lt;shrestha.ash2108@gmail.com&gt;

## SNU/RO/Appointment/Lecturer /Department of Psychology/ Ms. Shrestha Ash

1 message

Office of the Registrar &lt;ro@snuniv.ac.in&gt;

Sat, Nov 4, 2023 at 1:49 PM

To: shrestha.ash2108@gmail.com

Cc: vc@snuniv.ac.in, osd@snuniv.ac.in, registrar@snuniv.ac.in, Arijit Dutta &lt;hr.anjitudutta@gmail.com&gt;, Chief Financial Officer

- SNU CFO &lt;cfo@snuniv.ac.in&gt;, oindrila.m@snuniv.ac.in

November 4, 2023,

**Ms. Shrestha Ash**

Bangalakshmi Apartment, Bangalakshmi Abasan Kolkata- 700136

shrestha.ash2108@gmail.com

9836230381

Dear Ms. Ash,

This refers to the series of discussions we had in the recent times.

Thank you very much for your keen interest to associate with Sister Nivedita University.

We are pleased to appoint you as Lecturer in the Department of Psychology Sister Nivedita University with immediate effect. Brief terms & conditions are as mentioned below:

**Position: Lecturer in the Department of Psychology, Sister Nivedita University.**

**Place of Work:** You will be posted at Sister Nivedita University, DG-1/2, Action Area-1, New Town, Kolkata: 700156. However, you may be required to work anywhere within the country as and when needed if the University so desires based on the exigencies at work. Short term relocation will also be applicable to you. You would also provide your services for the institute, its subsidiaries or associates, whether in existence or planned in future, at our sole discretion. Schedule working days will be guided as per norms of the Society/Trust/University/Institution.

**Joining:** You are advised to join immediately.

**Reporting:** You will report to the Registrar, Sister Nivedita University, DG-1/2, Action Area-1, New Town, Kolkata: 700156 or any other Competent Authority as may be intimated to you.

**Job Responsibilities:** You will be responsible for teaching and academic administration of the Department of Psychology, Sister Nivedita University as per the guidance of your immediate reporting authority, the Registrar or the Vice Chancellor or the OSD to Chancellor or Chancellor, Sister Nivedita University as per the rules of Sister Nivedita University under the trust / society/ University. You will be assigned for responsibilities as when needed at any unit and industries of Techno India Group. Your roles & responsibilities including working hours as faculty will be guided as per norms of the AICTE/UGC/BCI/PCI/INC/COA/ICEI/SNU. In addition / substitution to this, the authority may give you other assignments such as (but not limited to) developing course materials, training materials, R&D, consultancy, marketing & promotional activity etc.

During your tenure with this organization you would be required to take up any other assignments commensurate with your experience across the Group duly decided by the competent authority. You would also be required to follow a blended format of teaching/learning process involving both physical and online mode of delivery.

You are also advised to give valuable time and attention for the quality improvement program pertaining to faculty development; research, industry university partnership/industry connects with active participation of the student.

**Emoluments:** You will receive Rs. 40,000/- (Rupees Forty Thousand Only) as consolidated pay per month. The above monthly emoluments will be subjected to all statutory deductions such as Income tax, Professional Tax etc. as per applicable norms. No other allowances will be admissible. You have to Bring Your Own Device (BYOD) (it's a Mandatory requirement during your tenure at SNU) & follow SNU's BYOD Policy. No allowances will be given such as any expenses incurred for Internet or any other work setup related expenses while an Employee Discharging his/her Job Duties given by the institution. Duties given by the institution. During your tenure with this organization you would be required to deliver your professional services to any of our Group institutions as and when needed. You would also be required to follow a blended format of teaching/learning process involving both physical and online mode of delivery.

**Tenure & Medical Fitness:** You will be under Probationary period for One (1) year from your date of joining. On successful completion of the tenure, further extension of service and revision of service conditions may be considered depending on your satisfactory performance reviewed by the competent authority by written communication only. The Management reserves the right to extend the period of probation by any duration and there may also be more than two or three extensions.

The company attaches considerable importance to a high level of fitness, personal grooming and appearance. You shall present yourself for medical examination before the medical officer of the company's choice at any time during the course of your employment as required and ensure that you achieve and maintain the required level of physical fitness and hygiene norms prescribed by the company from time to time.

**No Simultaneous Employment:** While your association with this institute, you will not in any circumstances be permitted to work for any other firm or person, either whole time or part time, to own, or in any way be associated with any firms, organization or person as advisor, director or partner, whether paid or not, for your services, without prior written permission of the Competent Authority.

**Confidentiality:** In the course of employment with the Institutions/University / Trust / Society, by virtue of the position held by you, you may acquire knowledge regarding the Institutions tailor made process, method of operation, marketing plan and operational practice or any other information which are not in the public domain. You will not, during the continuance of this appointment/ engagement and thereafter, disclose, divulge or communicate to any interested or other persons, whatsoever, any information relating to the institute's technical knowhow, business practice or any other information of a confidential character. You will treat information obtained by you during the course of your engagement with the institute, either directly or from the other employees/associates of the institute, as strictly confidential. Such information may include without limitation, the institute's finances, customers, clients, mode of operation, information relating to research, development, trade secrets, contact names, addresses, phone numbers, email ids etc.

**Misconduct:** If any time you are found guilty of misconduct, commit any breach, this contract of engagement or refuse or willfully neglect to perform to the satisfaction of the organization the organization may at once, without any previous notice, terminate the contract of your employment solely at your cost, risk and responsibility. In case of violation of applicable code of conduct appropriate disciplinary action will be taken including termination of service depending upon the gravity of misconduct.

#### **Separation (from Service):**

- Either party can terminate this employment by serving a notice of one month on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.
- Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.

• You will be governed by the laid down code of conduct of the University and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

• The procedures of availing the leave will be guided by the applicable rules of the institute/organization.

**Documents on Joining:** You will have to submit your identity and address proof by way of PAN, AADHAAR, voter's ID card, passport etc. and all relevant certificates/documents original & Photo Copy showing your educational qualification and previous engagements and a non-disclosure agreement as per format that would be provided to you at the time of joining.

All disputes arising out of this letter will be subject to the jurisdiction of the Kolkata Court. And that the courts, tribunals and/or authorities at Kolkata only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at that time.

We welcome you to our University & Group and look forward to your result oriented enriching services for the institute.

Please confirm and reply in this email as well as sign and return the duplicate copy of this letter as a token of your acceptance of this offer.

Thanking you,

Yours truly,

**Suman Chatterjee**  
**Registrar**  
**Sister Nivedita University**

Shrestha Ash.