Centre for Industrial Consultancy and Sponsored Research
S V National Institute of Technology, Surat

No. Dean (R & C) /ICSR (7th)/ 460/2019-20 Date: 16th March, 2020

Minutes of the 7th Meeting of the ICSR Board held on 19th February, 2020 at Electrical Seminar Hall.

Following members were present at the meeting.

SN	Name	Designation
1	Prof S. R. Gandhi	Director, Chairman ICSRB
2	Prof. P. L Patel, CED	Dy. Director
3	Dr. Pramod Mathur	Registrar
4	Dr. P. V. Timbadiya, CED	Prof. I/c. (Finance & Accounts)
5	Prof. A. A. Shaikh , MED	Dean (R & C), Member
6	Prof. V.L. Manekar	I/c. Head,(CED),Member
7	Prof. Shailendra Kumar	Head (MED), Member
8	Dr. Anand Darji	Head (ECED), Member
9	Dr. R. Chudamani	Head (EED), Member
10	Dr B. Z. Dholakia	Head (ACD), Member
11	Dr. A. K. Rai	Head (APD), Member
12	Prof. M. A. Zaveri	Head (COED), Member
13	Dr. Sushil Kumar	Head (AMHD), Member
14	Prof. M. Mukhopadhyay	Head (ChED), Member
15	Prof. Jigisha Parikh, ChED	Asso. Dean (R&C) & Member Secretary of ICSRB

The Chairman welcomed all members, including Dr. Pramod Mathur who recently joined as Registrar.

Item No. 1 To confirm the minutes of 6th ICSRB Meeting held on 26th April 2019.

Reso. No. 1 The minutes of 6th ICSRB meeting held on 26th September, 2019, was circulated on mail to all members and no comments have been received. The ICSRB has therefore confirmed the minutes as placed at **Appendix 1**.

Item No. 2 To note and approve the action taken on the resolutions adopted at the 6th ICSR Board meeting held on 26/09/2019 in the Institute Conference Room.

Reso. No. 2 Action on all the resolutions adopted at 6th ICSR Board meeting held on 26/09/2019 has been initiated by the Dean R & C Office. The report showing action taken on the resolutions adopted at the 6th ICSR Board meeting held on 26/09/2019. The ICSRB has noted & approved the same. **Appendix 2**.

Item No. 3 To advise all the faculty members to follow the procedure wrt Consultancy Project Completion Report. (Form –CP-1.3)

Reso. No. 3 It is discussed at length for various suggestions and it is resolved to submit the Form 1.3 along with signed copies of Recommendation/Completion Report/Concluding remarks /Summary, at the time of submission of distribution proposal as a work completed document. In case of part distribution maximum 60 % of received amount will only be allowed to distribute, but Form 1.3 is mandatory to fill along with Progress Report/ Summary of work completed till date. The Form 1.3 is attached here as **Appendix 3**.

Item No. 4 To Identify and finalize the procedure to handle any Dispute wrt Research Project / Consultancy Assignment.

Reso. No. 4 It is discussed at length with reference to certain cases and resolved to handle it on case to case basis. It is also resolved to formulate committees for the ongoing cases, in consultation with Chairman, ICSRB.

Item No. 5 To devise the procedure for Filing of patent through Dean R & C office.

Reso. No. 5 IPR committee informed that the revised IPR Policy will be submitted by April 2020.In view of above item will be placed in the ensuing meeting, along with the IPR policy.

Item No. 6 To provide information regarding Patent /Publication /MoU/Agreement etc. required for further submission by all the concerned Department/ Section /Centre as applicable.

Reso. No. 6 It is unanimously resolved to formulate procedure/ format to provide the required information. The necessary designed template is attached as **Appendix 4**.

Item No 7 To provide write up for NEWSLETTER including high resolution Photographs by all the concerned Department / Section /Centre/PIs as applicable.

Reso. No. 7 It is unanimously resolved to formulate procedure/ format to provide the required information. The necessary designed template is attached as **Appendix 5**.

Item No. 8 To Provide Photographs related to specific technical activity (Research project/Consultancy etc.) by all the concerned Department/Section/Centre as applicable.

Reso.No.8 All members agreed to provide the required information as and when applicable. The necessary designed template is attached as **Appendix 6**.

Item No. 9 To discuss & adopt any modification / addition required for PUF- utilization.

Reso.No.9 Item is deferred.

Item No. 10 To transfer payment distribution (from research project/Consultancy assignment) of Dean R & C section and Account section (1% each) to Dean R & C office-(R&D Fund under dean (R&C)).

Reso.No.10 Item is deferred.

Point for Noting

Two Manpower appointed at dean R & C office as detailed below on contract. Appendix 7.

1. Mr.Vivekanand Vishwas Patil. Contact No. 9574124728
2. Ms.Mitali Rohan Kayampanthi. Contact No. 9909233350

They may be approached for any matter related to R&C.

The Chairman ICSR thanked all the members for their active participation in the meeting.

18/03/2020	18/3/2020.	18/3/20
Prof. Jigisha Parikh **Asso. Dean (R&C) &** **Member Secretary (ICSRB)**	**Prof. A. A. Shaikh** **Dean (R & C)** **Member (ICSRB)**	**Prof. S. R. Gandhi** **Director & Chairman** **(ICSRB)**

Appendix-1

Centre for Industrial Consultancy and Sponsored Research
S V National Institute of Technology, Surat

No. Dean (R & C) /ICSR(6th)/298/2019-20 Date: 14th October, 2019

Minutes of the 6th Meeting of the ICSR Board held on 26th September, 2019 at Institute Conference Hall.

Following members were present at the meeting.

SN	Name	Designation
1	Prof S. R. Gandhi	Director, Chairman ICSRB
2	Prof. P. L Patel, CED	Dy. Director
3	Dr. K. D. Yadav, CED	I/c. Registrar
4	Prof. A. A. Shaikh , MED	Dean (R & C), Member
5	Dr. P. V. Timbadiya, CED	Prof. I/c. (Finance & Accounts)
6	Prof. Mansoor Ahmed	Head (CED), Member
7	Dr. Y. D. Patil	Head (AMD), Member
8	Dr. Anand Darji	Head (ECED), Member
9	Dr B. Z. Dholakia	Head (ACD), Member
10	Prof. S. N. Sharma	Head (EED), Member
11	Prof. M. Mukhopadhyay	Head (ChED), Member
12	Prof. M. A. Zaveri	Head (CoEd), Member
13	Prof. Shailendra kumar	Head (MED), Member
14	Dr. A. K. Rai	Head (APD), Member
15	Dr. Sushil Kumar	Head (AMHD), Member
16	Prof. Jigisha Parikh, CHED	Asso. Dean (R&C) & Member Secretary of ICSRB

The chairman welcomed all members, specially Prof. P.L. Patel who joined as Deputy Director. He mentioned that now onwards ICSRB meeting shall be arranged every three months to clear the items for approval.

Item No. 1 To confirm the minutes of Fifth ICSRB Meeting

Reso. No. 1 The minutes of 5th ICSRB meeting held on 26th April, 2019, was circulated on mail to all members and no comments have been

received. The ICSRB has therefore confirmed the minutes as placed at **Appendix 1**.

Item No. 2 To note and approve the action taken on the resolution adopted at the 1-5th ICSR Board meeting held on 03/10/17, 17/11/17, 03/01/18, 09/03/18, 26/04/2019 respectively in the institute conference room (Action taken report for minutes of ICSR board till date - total 5 nos. minutes of meeting with ATR is given in Appendix-2)

Reso. No. 2 All the action on the resolutions adopted at the 1st to 5th ICSR Board meeting held on 03/10/17, 17/11/17, 03/01/18, 09/03/18, 26/04/2019 respectively has been initiated by the Dean R & C Office. The report showing action taken on the resolutions adopted at the 1st to 5th ICSR Board meeting held on 03/10/17, 17/11/17, 03/01/18, 09/03/18, 26/04/2019 respectively placed at **Appendix 2**. The ICSRB has noted & approved the same.

Item No. 3 To consider and approve the formulation of Independent IPR cell and proposed committee for the revision of the existing IPR policy of the institute as well as to take care of activities thereof.

Reso. No. 3 Members noted that faculty members have been active in filing patents. In order to facilitate faculty in filing patents by proper guidance and partial financial support, an IPR cell is essential.

It is therefore resolved to formulate the Independent IPR Cell and approve the committee appointed vide office order no. 1252 dated 16th Sept., 2019 **(Appendix-3)** which will take care of activities of the IPR Cell.

Item No. 4 To consider & approve proposed ICSR Board logo

Reso. No. 4 Members reviewed few designs of logo. Dean (R&C) is

empowered to finalize the logo of ICSRB and make the changes in proposed logo as ICSRB, SVNIT-Surat. The logo of ICSRB is to be used alongwith the SVNIT logo only in all documents.

Item No. 5 To revisit DRCC requirement to assign the consultancy/testing works.

Reso. No. 5 It is resolved that Head of respective Departments can constitute an appropriate DRCC and/or HoD himself/herself may approve the concerned matter to reduce time for approval process. However, keeping in view of collaborative consultancy projects in Civil and Applied Mechanics Department, it was decided that there will be a combined DRCC of CED & AMD where apart from HoD of each departments, one member each from Civil and Applied Mechanics Departments could be part of DRCC.

This resolution will be put up to BoG for necessary approval as it is amendment of item no. 4.1 of 45th meeting of BoG dated 13/06/2017 **(Appendix 4)**.

Item No. 6 To discuss and resolve about signing authority for Proposal / Agreement/MoU requiring approval from the Head of the Institute (this is applicable to new project proposal for endorsement certificate, for ongoing project – utilization certificate, Agreement related to the consultancy projects, MoUs with Industry, Academia etc.)

Reso. No. 6 It is resolved that the Dean (R&C) is empowered to sign Proposals/ Agreement (consultancy) (new project proposal for endorsement certificate, utilization certificate, Agreement related to the consultancy projects, etc.) on behalf of Head of the

Institute. New MoU/Specific Agreement related to R&C may sign by Dean (R&C) with prior permission from Head of the Institute.

The institute Registrar will issue necessary office order in this regard.

Item No 7 To discuss & resolve about the requirement of Manpower in Dean (R&C) section.

Reso. No. 7 It is resolved that the suitable manpower (two supporting staff) can be appointed by Dean(R&C) with appropriate monthly emoluments on contract basis initially for three years which may be extended further with a break, based on the performance of candidate/s.

Point for Noting

Item No. 12 R&C News letter and Calendar

Reso. No. 12 Noted & approved to publish R&C News letter Quarterly. HoDs of each Departments were informed to provide the recent details latest by 20/09/2019 for the first issue of October, 2019.

Item No. 13 Recommended Payment distribution norms of Consultancy/ Testing /Research Projects OH Component

Reso. No. 13 Noted & approved to place in upcoming FC & will be further put up to BoG for necessary approval as it is amendment of otem no. 6.22 of 45th meeting of BoG dated 13/06/2017 **(Appendix 5)**

The Chairman ICSR thanked all the members for their active participation in the meeting.

14/10/2019	14-10-19	15/10/19
Dr. Jigisha Parikh **Asso. Dean (R&C) &** **Member Secretary (ICSRB)**	**Prof. A. A. Shaikh** **Dean (R & C)** **Member (ICSRB)**	**Prof. S. R. Gandhi** **Director & Chairman** **(ICSRB)**

Centre for Industrial Consultancy and Sponsored Research
S V National Institute of Technology, Surat

Action Taken Report of the 6th meeting of ICSRB of SVNIT, Surat held on 26th September, 2019 at Institute Conference Hall.

	Action taken report of the 6th Meeting of the ICSR Board held on 26 Sep.2019	
Sr. No.	**Description**	**Action Taken**
1.	**Item No. 1 To** confirm the minutes of Fifth ICSRB Meeting. **Reso. No. 1** The minutes of 5th ICSRB meeting held on 26th April, 2019, was circulated on mail to all members and no comments have been received. The ICSRB has therefore confirmed the minutes as placed at **Appendix 1**.	Implemented
2.	**Item No. 2 To** note and approve the action taken on the resolution adopted at the 1-5th ICSR Board meeting held on 03/10/17, 17/11/17, 03/01/18, 09/03/18, 26/04/2019 respectively in the institute conference room (Action taken report for minutes of ICSR board till date - total 5 nos. minutes of meeting with ATR is given in Appendix-2). **Reso. No. 2** All the action on the resolutions adopted at the 1st to 5th ICSR Board meeting held on 03/10/17, 17/11/17, 03/01/18, 09/03/18, 26/04/2019 respectively has been initiated by the Dean R & C Office. The report showing action taken on the resolutions adopted at the 1st to 5th ICSR Board meeting held on 03/10/17, 17/11/17, 03/01/18, 09/03/18, 26/04/2019 respectively placed at **Appendix 2**. The ICSRB has noted & approved the same.	Implemented
3.	**Item No. 3 To** consider and approve the formulation of Independent IPR cell and proposed committee for the revision of the existing IPR policy of the institute as well as to take care of activities thereof. **Reso. No. 3** Members noted that faculty members have been active in filing patents. In order to facilitate faculty in filing patents by proper guidance and partial financial support, an IPR cell is essential. It is therefore resolved to formulate the Independent IPR Cell and approve the committee appointed vide office order no. 1252 dated 16th Sept., 2019 **(Appendix-3)** which will take care of activities of the IPR Cell.	Implemented

4.	**Item No. 4 To** consider & approve proposed ICSR Board logo. **Reso. No. 4** Members reviewed few designs of logo. Dean (R&C) is empowered to finalize the logo of ICSRB and make the changes in proposed logo as ICSRB, SVNIT- Surat . The logo of ICSRB is to be used along with the SVNIT logo only in all documents.	Implemented
5.	**Item No. 5** To revisit DRCC requirement to assign the Consultancy/ Testing works. **Reso. No. 5** It is resolved that Head of respective Departments can constitute an appropriate DRCC and/or HOD himself/herself may approve the concerned matter to reduce time for approval process. However, keeping in view of collaborative consultancy projects in Civil and Applied Mechanics Department, it was decided that there will be a combined DRCC of CED & AMD where apart from HOD of each departments, one member each from Civil and Applied Mechanics Departments could be part of DRCC. This resolution will be put up to BOG for necessary approval as it is amendment of item no. 4.1 of 45th meeting of BOG dated 13/06/2017 **(Appendix 4)**.	Implemented
6.	**Item No. 6** To discuss and resolve about signing authority for Proposal / Agreement/MOU requiring approval from the Head of the Institute (this is applicable to new project proposal for endorsement certificate, for ongoing project – utilization certificate, Agreement related to the consultancy projects, MOUs with Industry, Academia etc.). **Reso. No. 6** It is resolved that the Dean (R&C) is empowered to sign Proposals/ Agreement (consultancy) (new project proposal for endorsement certificate, utilization certificate, Agreement related to the consultancy projects, etc.) on behalf of Head of the Institute. New MOU/Specific Agreement related to R&C may sign by Dean (R&C) with prior permission from Head of the Institute. The institute Registrar will issue necessary office order in this regard.	Implemented
7.	**Item No. 7** To discuss & resolve about the requirement of Manpower in Dean (R&C) section. **Reso. No. 7** It is resolved that the suitable manpower (two supporting staff) can be appointed by Dean(R&C) with appropriate monthly emoluments on contract basis initially for three years which may be extended further with a break, based on the performance of candidate/s.	Implemented

8.	**Item No. 12 R**&C News letter and Calendar. **Reso. No. 12** Noted & approved to publish R&C News letter Quarterly. HODs of each Department were informed to provide the recent details latest by 20/09/2019 for the first issue of October, 2019 and Calendar for year 2020 including all academic activities.	Implemented
9.	**Item No. 13 Recommended** Payment distribution norms of Consultancy/ Testing /Research Projects OH Component. **Reso. No. 13** Noted & approved to place in upcoming FC & will be further put up to BOG for necessary approval as it is amendment of item no. 6.22 of 45th meeting of BOG dated 13/06/2017 **(Appendix 5)**	Implemented

Appendix 3

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY SURAT - 395007
Office of the Dean Research & Consultancy

Form-CP-1.3 - Consultancy Project Completion Report

Date:

Consultancy Project No:

Name of PC:

Department/Section:

Total Payments Received (INR):

Objectives Achieved (Limited to 1000 characters):

Objectives Unfulfilled (if any) (Limited to 1000 characters):

Details of the Manpower Associated with the project (From/To):

1.
2.
3.
4.
5.
6.

Details of the Manpower Hired for the project (From/To):

1.
2.
3.
4.
5.
6.

सचिव / SECRETARY
नियामक मंडल
BOARD OF GOVERNORS
स. व. रा. प्रौ. सं. सूरत,
SVNIT, SURAT

Distribution of the Payments Received (in Rs. and Percentage(%)):

Publications / Patents:

Research students supported:

1.
2.
3.
4.
5.
6.

S. V. NATIONAL INSTITUTE OF TECH. SURAT

- ☐ There are no pending advances
- ☐ All the disbursements and expenditure are complete
- ☐ The project account may be closed

Enclosures:

[ ] A Copy of the Final Report submitted to the Client, duly counter-signed by the Dean (R&C) is attached herewith.

Signature of the PC

For ODRC Use

The Consultancy Project bearing the ID_____ is closed hereby.

Signature of the ODRC Staff

Dean (R & C)

सचिव / SECRETARY
नियामक मंडल
BOARD OF GOVERNORS
स. व. रा. प्रौ. सं. सूरत.
SVNIT, SURAT

Patent/Technology Transfer/Publication/MOU/Agreement

(a) Patent Filed:

Sr. No.	Main Faculty member (Inventor)	Other Inventors	Title of Patent	Process /Product	National /International	Application no. & date	Copy of Application to be attached /uploaded	Work done under any funding agency support, If yes, details	Funding Detail for filing of Patent (sponsorer)CPDA /SELF/TEQIP/others	In the name of Director SVNIT or Inventor(s)

(b) Patent Granted:

Sr. No.	Main Faculty member (Inventor)	Other Inventors	Title of Patent	Process /Product	National /International	Granted Patent no. & date	Copy of certificate to be attached/ uploaded	Work done under any funding agency support, If yes, details	Funding Detail of filing of Patent (sponsorer)CPDA /SELF/TEQIP/others	In the name of Director SVNIT or Inventor(s)

(c) Technology Transfer:

Sr. No.	Title-Process/Product Technology to be transferred	Name of Faculty member(s)/Student(s) involved	Name of Organization/Industry for Technology Transfer	Revenue generation Detail

(d) Publication:

Sr. No.	Name of Author(s)	Title	Name of Journal	Volume no.	Page no.	Year	Work done under any funding agency support, If yes, details	Index in: Scopus/SCI/others (Specify)

(e) MOU/Agreement:

Sr. No.	First party (SVNIT Surat)	Other Parties (Name of the Institute/Organization/Industry)	Place	Date	Areas covered /Major areas	Copy to be attached/ uploaded

Appendix 5

Information for R & C NEWSLETTER

Research Project/ Consultancy Assignment:

File /Section letter Number:

Funding Agency:

"Title of the Project----------"

PI Photograph (5×4 cm) 300-600 dpi (.jpg file)	Co-PI Photograph (5×4 cm) 300-600 dpi (.jpg file)

Dr./Prof. XXXXXXXX (PI Name)
Dr./Prof. YYYYYYYYY (Co. PI Name)
Department of XYZ Engineering
XYZ Institute, Bangalore 560012

Project Summary: (50-100 words max. including salient features)
The main goal of the project is to kjhkjfhkjkjklkljfkkspppppieipehjhgjhkjhkiijkjkljlj; hattejkldnnkjkdjkkdjkjldjldjjdkjlkklk;kdp;lllkjdjhhgduuuiuiiiuuduuyuijkjkhhhjguydnhuuduydhj jjjjiuiuooojh.In particular, to investigate the effects of the yyssgarahdiiosyyjhioiikjkduuuughjhjsioojfhgshdjujkjljljuokjkhjkjdiuijkmkjhn a micro-system due to thermal cycling, and electric current.

Photographs: (2 nos. with following details)

300-600 dpi, size: length to height ratio (6"×4") & length variation 4-8 inch. (.jpg file)

Figure 1 Good quality picture related to the outcome of the project. (Reference: Journal. XXX. Lett. 000, page no. (Year)) If applicable

Potential Outcome/Deliverables/ Achievements
3 – 5 lines/points

Publications

1. P. Losjjhjffr, Y. Kumar, R. Peravap Film Thickness gdfgdgggdgggfgfggsition in the gfhfhgjhjhdkjdjhjhjhd of kjkjjjjFilms,Journal of Phys. D: Appl. Phys., 122, 2122 (2016).
2. P. Losjjhjffr, Y. Kumar and R. Peravap. Film Thickness gdfgdgggdgggfgfggsition in the gfhfhgjhjhdkjdjhjhjhd of kjkjjjj Films, J. Phys. D: Appl. Phys. 122, 2122 (2016).

Patents (filed/awarded)

1. S. Thhhtttt, T. Phkkkk, (all authors name), "httkkkjkdkkkkkkkkkkkkkkkkkk (Title of the patent)", Patent No. 444224PPPPPL, 201… (year)(If filed, Application No.)

Appendix 5

Technology Transfer

1. Name of the technology transfer , Technology transferred to, Date of MOU

Infrastructure Developed / Facility Generated

2 to 3 lines/points

New Product/Process Development: (innovative product/technology/design & building of prototype equipment/process work) if any

2 to 3 lines/points

Commercialization of finding from this Project – Initiated/Implemented/In progress:

Manpower Trained

- Ph.D. Students:
- Master Degree Students:
- Project Assistants/Technical Assistants/etc.:

****

Information of Technical Activity: (Seminar/Conference/ STTP/etc.)

- Activity Details : Title/date/time
- Summary (50-100 words)
- Photographs (2-3 nos., 300-600 dpi and size length to height ratio (6"×4") & length variation 4-8 inch. (.jpg file) format.

Appendix 7

INWARD No. 2417
DATE 15/02/2020
SECTION ACCOUNT

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
સરદાર વલ્લભભાઈ નેશનલ ઈન્સ્ટીટ્યુટ ઓફ ટેક્નોલોજી, સુરત

No.E/ 3272 | रजिस्टर ए.डी. | Date: 05/02/2020

OFFICE ORDER: | **REGISTERED A.D** | 06 FEB 2020

Mr. Vivekanand Vishwas Patil is hereby informed that he has been offered the post of "Administrative Assistant" on purely contract basis in the **Office of Dean (R&C)** at this Institute on consolidated emoluments of Rs.32,000/- p.m. on the following terms and conditions:

1) That the rights are reserved to discontinue the services as Administrative Assistant at any time without prior notice.

2) That he should produce at the Establishment Section of the Institute the following certificates in original with attested copies of all certificates in duplicate at the time of joining.

   a) Certificate for proof of age (SSC)
   b) Certificate of having passed examinations and experience, if any.
   c) Certificate of Caste (SC/ST/OBC) if any.

3) He will be entitled to proportionate Casual Leave of 08 days during contract period, if circumstances, so demands but not as a matter of right.

4) That he joins duties in this Institute on **05/02/2020** but not later than **05/03/2020** under any circumstances.

5) That he will be on purely contract basis for a period of eleven months.

6) That in case he wants to be relieved, he has to serve one month's notice or to pay short notice pay in lieu thereof.

7) The expenditure towards salary will be deducted from the Salary of Project / Consultancy Staff on Contract in Dean Office Code (5/239).

8) That he have to work 06 days a week (i.e. Monday to Saturday).

9) He will be eligible for public holiday as declared by the Institute during the year.

If the offer of contractual appointment on above terms & conditions is acceptable, kindly indicate your acceptance by signing the acknowledgement and return one copy of letter on or before **17/02/2020**.

05/2/20
REGISTRAR

To,
Mr. Vivekanand Vishwas Patil
7, Adarsh Park, Nr. Kaivalyadham,
Chhapra Raod,
Navsari – 396 445.

Copy to :
(1) Dr. A. A. Shaikh, Dean (R&C) & Prof., MED -for information
(2) Dy. Registrar (A/cs)
(3) Personal file
(4) Library
(5) Dean (R&C)
(6) Estate Section
(7) Despatch Section

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT SVNIT
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
સરદાર વલ્લભભાઈ નેશનલ ઈન્સ્ટીટ્યુટ ઓફ ટેક્નોલોજી, સુરત

No.E/ 3271 Date: 05/02/2020

OFFICE ORDER:

स्वीकृति पत्र

ACCEPTANCE LETTER

06 FEB 2020

Ms. Mitali Rohan Kayampanthi is hereby informed that she has been offered the post of "Administrative Assistant" on purely contract basis in the **Office of Dean (R&C)** at this Institute on consolidated emoluments of Rs.27,000/- p.m. on the following terms and conditions:

1) That the rights are reserved to discontinue the services as Administrative Assistant at any time without prior notice.

2) That she should produce at the Establishment Section of the Institute the following certificates in original with attested copies of all certificates in duplicate at the time of joining.

   a) Certificate for proof of age (SSC)
   b) Certificate of having passed examinations and experience, if any.
   c) Certificate of Caste (SC/ST/OBC) if any.

3) She will be entitled to proportionate Casual Leave of 08 days during contract period, if circumstances, so demands but not as a matter of right.

4) That she joins duties in this Institute on **05/02/2020** but not later than **05/03/2020** under any circumstances.

5) That she will be on purely contract basis for a period of eleven months.

6) That in case she wants to be relieved, she has to serve one month's notice or to pay short notice pay in lieu thereof.

7) The expenditure towards salary will be deducted from the Salary of Project / Consultancy Staff on Contract in Dean Office Code (5/239).

8) That she have to work 06 days a week (i.e. Monday to Saturday).

9) She will be eligible for public holiday as declared by the Institute during the year.

If the offer of contractual appointment on above terms & conditions is acceptable, kindly indicate your acceptance by signing the acknowledgement and return one copy of letter on or before **17/02/2020**.

K.D. Yadav 05/2/2020
REGISTRAR

To,
Ms. Mitali Rohan Kayampanthi
2-34, Doctor Street, At. & Post. Umra Gam,
Opp. SVNIT Colllege,
Ichchhanath, Surat-395007,

Copy to :
(1) Dr. A. A. Shaikh, Dean (R&C) & Prof., MED -for information
(2) Dy. Registrar (A/cs)
(3) Personal file
(4) Library
(5) Dean (R&C)
(6) Estate Section
(7) Despatch Section