



**MAHATMA GANDHI MISSION**

1A, C. B. D. (Belapur), Navi Mumbai - 400 614  
& 27572293, 27570219, 65168127 Fax 01-22-27571162

Ref. No. :- MGM/47/08204/40/2007

11<sup>th</sup> May 2007

To,  
Dr.(Mrs.)Rajani Kanade-Mullerpatan,  
43, Holkham Close,  
Arnold Nottingham,  
NG5 6PU.

**Subject: Appointment.**

With reference to your C. V. I am glad to appoint you as Professor of Physiotherapy and In-charge Principal at MGM College of Physiotherapy, Navi Mumbai, on the following terms and conditions:-

1. Your appointment is on probation for two years and subject to approval from Maharashtra University of Health Sciences, Nashik.
2. You will draw your salary in the Pay Scale of Rs.16,400 - 420 - 22,000 with basic pay fixed at Rs.16,400/- plus admissible allowances as applicable.
3. Your Services shall be governed by the rules and regulations of Maharashtra University of Health Sciences, Nashik and Mahatma Gandhi Mission, as made applicable from time to time.
4. You will communicate your acceptance by E- mail to [mgmhospital@hotmail.com](mailto:mgmhospital@hotmail.com) on or before 26<sup>th</sup> May 2007.

Thanking you,

Dr. S. N. Kadam  
Trustee  
Mahatma Gandhi Mission

Copy to :-

- 1) Account Dept.
- 2) Personal File.

01 July 2008

Dr Rajani Mullerpatan  
B 402, Kukreja Estate,  
Sector 11, CBD Belapur,  
Navi Mumbai 400 614

Dr Sudhir Kadam,  
Director,  
MGM Hospital,  
CBD Belapur

Re: Resuming services at MGM Medical College, Navi Mumbai

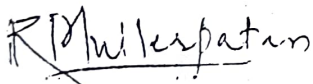
Dear Dr. Kadam

I am pleased to inform you that I accept the offer from MGM Medical College, Navi Mumbai and resume services at the department of Physiotherapy, MGM Medical College, Navi Mumbai in the capacity of Professor & Principal from today, 1<sup>st</sup> July 2008.

I look forward to working with this Institute which operates on the noble principles of Mahatma Gandhi of truth and hard work. It will be my pleasure to contribute my very best efforts towards the growth of this department and the University at large. In this endeavor I expect the undeterred support from the University.

Thanking you.

Yours truly



Dr. Rajani Mullerpatan (PhD, MSc)



**MGM INSTITUTE OF HEALTH SCIENCES**  
**MGM SCHOOL OF PHYSIOTHERAPY**  
(CONSTITUENT UNIT)

11<sup>th</sup> April, 2014

To,  
Dr. Bela Agarwal (PT)  
Associate Professor  
MGM School of Physiotherapy  
MGM Institute of Health Sciences  
Kamothe, Navi Mumbai

Sub: Appointment as In-charge Principal, MGM School of Physiotherapy

Dear Dr. Bela Agarwal (PT),

In recognition of your intense academic experience for last 9 yrs and able administrative abilities; following approval from Hon'ble Vice Chancellor, MGM Institute of Health Sciences, it is my pleasure to convey to you that you are appointed as In-charge Principal, MGM School of Physiotherapy w.e.f. 11<sup>th</sup> April 2014.

In the capacity of In-charge Principal, you will be expected to look after day-to-day administration of MGM School of Physiotherapy in consultation with Director, MGM School of Physiotherapy.

We extend our best wishes to you and look forward to your bright performance.

Best regards

Sincerely,

Dr. Rajani P Mullerpatan  
Prof-Director



Received  
*[Signature]*



o/c  
2.4.1

**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed University u/s 3 of UGC Act, 1956)  
Grade 'A' Accredited by NAAC  
**MGM SCHOOL OF PHYSIOTHERAPY**  
Sector-1, Kamothe, Navi Mumbai – 410209

MGM/SOP/566/2019

Date : 01/10/2019

To,  
Dr. Amrita Ghosh (PT)  
54/4, 6<sup>th</sup> Cross, Jai Bhuvaneshwari  
Layout, K.R Puram, Bangalore  
Karnataka – 560036

Subject: Contractual Appointment as “Full-time Associate Professor” in MGM School of Physiotherapy.  
Navi Mumbai.

Dear Dr. Amrita Ghosh (PT)

This has reference to your application for the post of “Associate Professor” and the subsequent interviews you had with us. We are pleased to offer you contractual appointment with us as “Associate Professor” with effect from, 3<sup>rd</sup> October 2019 for period of one year.

1. Your appointment is effective from your date of joining.
2. You will be paid a consolidated monthly salary of INR 65,000/- (Sixty Five Thousand Only)
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason.

A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period.

4. You will report to Director, MGM School of Physiotherapy. Your services will be governed by the rules, regulations and office orders in force and framed by the MGM group from time to time which will form part of your service conditions and terms of your employment.
5. Your services are transferable, and you may be assigned, after reasonable notice, to any location within India or abroad where MGM group conducts business. While on transfer you will be governed by the rules, regulations and conditions of services of the location.

Sector 1, Kamothe, Navi Mumbai .

E-mail: [mgmnschoolofphysiotherapy@gmail.com](mailto:mgmnschoolofphysiotherapy@gmail.com)

Received  
Amrita





# MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

## MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai - 410209

6. Your services may be terminated by either party, giving notice in writing for one month's or payment of one month's salary in lieu thereof. The organization reserves the right not to accept salary in lieu of notice.
7. The organization reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
8. Absence for a continuous period of eight days without prior approval of your superiors, including overstay of leave, may lead to your services being terminated without notice.
9. During your employment with us, you will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval of authority.
10. You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reasons of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM group and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM group any such interests or circumstances which may arise during your employment.
13. You will not be allowed to avail of any kind of leave in the one year of service except casual leave which could be availed by you only after three months of your joining the services.
14. You will have to open an account with respective bank to enable us to remit your salary.



## MGM INSTITUTE OF HEALTH SCIENCES

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### MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai – 410209

15. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all our policies and procedures. Any violation of the above mentioned or any other procedures and policies would attract action as per our disciplinary policy in force, including and up to termination. In the event of termination of your services on account of breach of disciplinary policy, we will not be liable to pay any amount in lieu of notice. Upon separation on account of either resignation or termination, you shall immediately return to us all the assets and property (including any leased properties) of the organization including documents, files books, papers and memos whether in hard or soft copy which is in your possession or custody.
16. We shall conduct a background and reference check as per company policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the MGM group may, in its sole discretion, revoke this offer at any time.
17. All other terms and conditions will be governed by the organization's policies as announced from time to time and it may in its sole discretion as it deems fit revoke or change such policies.
18. You will execute all other documents as may be required to give effect to this offer. This appointment is subject to your being declared medically fit by a competent authority.

Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.



  
Competent Authority

Copy to:

1. Registrar, MGM Institute of Health Sciences
2. Director, MGM School of Physiotherapy
3. Accountant
4. Office copy

Sector 1, Kamothe, Navi Mumbai ,

E-mail: [mgmschoolofphysiotherapy@gmail.com](mailto:mgmschoolofphysiotherapy@gmail.com)



## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

### MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/396 /2020

Date : 26/10/2020

To,  
Dr. Triveni Shetty (PT)  
Sector-19, Kharghar  
Navi Mumbai

Subject: Appointment as “Full-time Associate Professor” in MGM School of Physiotherapy, Navi Mumbai.

Dear Dr. Triveni Shetty (PT)

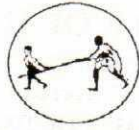
This has reference to your application for the post of “Associate Professor” and the subsequent interviews you had with us. We are pleased to offer you contractual appointment with us as “Associate Professor” with effect from, 1<sup>st</sup> November 2020 for period of one year.

1. Your appointment is effective from your date of joining.
2. You will be paid in the pay scale of Rs. **18562+8000(AGP)+DA+HRA** and other admissible allowance with effect from 1<sup>st</sup> November 2020
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason.

A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period. The security deposit will be enhanced as and when salary hike is given to the employee to make it equal to the hiked salary.

4. You will report to Director, MGM School of Physiotherapy. Your services will be governed by the rules, regulations and office orders in force and framed by the MGM IHS from time to time which will form part of your service conditions and terms of your employment.





## **MGM INSTITUTE OF HEALTH SCIENCES**

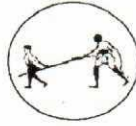
(Deemed University u/s 3 of UGC Act, 1956)

**Grade 'A' Accredited by NAAC**

### **MGM SCHOOL OF PHYSIOTHERAPY**

Sector-1, Kamothe, Navi Mumbai – 410209

5. Your services are transferable, and you may be assigned, after reasonable notice, to any location with in India or abroad where MGM Trust conducts business. While on transfer you will be governed by the rules, regulations and conditions of services of the location.
6. Your services may be terminated by either party, giving notice in writing for three month's or payment of three month's salary in lieu thereof. The organization reserves the right not to accept salary in lieu of notice.
7. The organization reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
8. Absence for a continuous period of eight days without prior approval of your superiors, including overstay of leave, may lead to your services being terminated without notice.
9. During your employment with us, you will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval of authority.
10. You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reasons of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM IHS and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM IHS any such interests or circumstances which may arise during your employment.
13. You will not be allowed to avail of any kind of leave in the one year of service except casual leave which could be availed by you only after three months of your joining the services.



## MGM INSTITUTE OF HEALTH SCIENCES

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### MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai – 410209

14. You will have to open an account with designated bank to enable us to remit your salary.
15. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all our policies and procedures. Any violation of the above mentioned or any other procedures and policies would attract action as per our disciplinary policy in force, including and up to termination. In the event of termination of your services on account of breach of disciplinary policy, we will not be liable to pay any amount in lieu of notice. Upon separation on account of either resignation or termination, you shall immediately return to us all the assets and property (including any leased properties) of the organization including documents, files books, papers and memos whether in hard or soft copy which is in your possession or custody.
16. We shall conduct a background and reference check as per MGM IHS policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the MGM IHS may, in its sole discretion, revoke this offer at any time.
17. All other terms and conditions will be governed by the organization's policies as announced from time to time and it may in its sole discretion as it deems fit revoke or change such policies.
18. You will execute all other documents as may be required to give effect to this offer. This appointment is subject to your being declared medically fit by a competent authority.

Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.

  
Professor – Director



  
Registrar

Copy to:

1. Registrar, MGM Institute of Health Sciences
2. Director, MGM School of Physiotherapy
3. Accountant
4. Office copy





# MGM INSTITUTE OF HEALTH SCIENCES

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Grade 'A' Accredited by NAAC

## MGM Institute's University Department of Physiotherapy

Sector-1, Kamothe, Navi Mumbai - 410209

MGM/IUDOP/259/2017

Date : 5/7/2017

To,

Dr. Raturaj. S. Shete (PT)  
Lenyadri C.H.S.  
Plot-47/1, Block-D1, Flat-101,  
Sector-19 A,  
Opposite Madhvi C.H.S,  
Nerul East, Navi Mumbai- 400706.

Subject: Appointment as "Full-time Lecturer" in MGM Institute's University Department of Physiotherapy, Navi Mumbai.

Dear Dr. Raturaj. S. Shete (PT),

This has reference to your application for the post of "Lecturer" and the subsequent interviews you had with us. We are pleased to offer you an appointment with us as "Lecturer" with effect from, 17<sup>th</sup> July 2017 on the following terms and conditions:

1. Your appointment is effective from your date of joining for the academic year 2017-2018. The said appointment is purely on contractual basis for a period of one year.
2. You will be paid in the pay scale of Rs. 15600-39100+AGP+DA+HRA and other admissible allowance with effect from 17<sup>th</sup> July 2017.
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason.

A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period.

4. You will report to Director, MGM Institute's University Department of Physiotherapy. Your services will be governed by the rules, regulations and office orders in force and framed by the MGM group from time to time which will form part of your service conditions and terms of your employment.

Tel. No. : 022-65143108 E-mail : [udpt.mgmih@s@gmail.com](mailto:udpt.mgmih@s@gmail.com) Website : [www.mgmudpt-nm.edu.in](http://www.mgmudpt-nm.edu.in)

MGM Institute Of Health Sciences

WARD NO. 6556

DATE: 5/7/17

REF: File

Director, Physiotherapy  
5/7/17



## MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

### MGM Institute's University Department of Physiotherapy

Sector-1, Kamothe, Navi Mumbai – 410209

5. Your services are transferable, and you may be assigned, after reasonable notice, to any location within India or abroad where MGM group conducts business. While on transfer you will be governed by the rules, regulations and conditions of services of the location.
6. Your services may be terminated by either party, giving notice in writing for one month's or payment of one month's salary in lieu thereof. The organization reserves the right not to accept salary in lieu of notice.
7. The organization reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
8. Absence for a continuous period of eight days without prior approval of your superiors, including overstay of leave, may lead to your services being terminated without notice.
9. During your employment with us, you will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval of authority.
10. You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reasons of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM group and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM group any such interests or circumstances which may arise during your employment.
13. You will not be allowed to avail of any kind of leave in the one year of service except casual leave which could be availed by you only after three months of your joining the services.

Tel: No. : 022-65143108 E-mail : [udpt.mgmihhs@gmail.com](mailto:udpt.mgmihhs@gmail.com) Website : [www.mgmudpt-nm.edu.in](http://www.mgmudpt-nm.edu.in)





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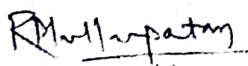
## MGM Institute's University Department of Physiotherapy

Sector-1, Kamothe, Navi Mumbai - 410209

14. You will have to open an account with respective bank to enable us to remit your salary.
15. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all our policies and procedures. Any violation of the above mentioned or any other procedures and policies would attract action as per our disciplinary policy in force, including and up to termination. In the event of termination of your services on account of breach of disciplinary policy, we will not be liable to pay any amount in lieu of notice. Upon separation on account of either resignation or termination, you shall immediately return to us all the assets and property (including any leased properties) of the organization including documents, files books, papers and memos whether in hard or soft copy which is in your possession or custody.
16. We shall conduct a background and reference check as per company policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the MGM group may, in its sole discretion, revoke this offer at any time.
17. All other terms and conditions will be governed by the organization's policies as announced from time to time and it may in its sole discretion as it deems fit revoke or change such policies.
18. You will execute all other documents as may be required to give effect to this offer. This appointment is subject to your being declared medically fit by a competent authority.

Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.



Professor-Director

  
Registrar

Copy to:

1. Registrar, MGM Institute of Health Sciences
2. Director, MGM Institute's University Department of Physiotherapy
3. Accountant
4. Office copy

Tel. No. : 022-65143108 E-mail : [udpt.mgmih@gmail.com](mailto:udpt.mgmih@gmail.com) Website : [www.mgmudpt-nm.edu.in](http://www.mgmudpt-nm.edu.in)



## MGM INSTITUTE OF HEALTH SCIENCES

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### MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai - 410209

MGM SOP 461/2017

Date : 06/10/2017

To,

Dr. Mamta Shetty (PT)  
Building C-11, Flat No 12,  
Kendriya Vihar,  
Kharghar, Navi Mumbai- 410 210.

Subject: Appointment as "Full-time Lecturer" in MGM School of Physiotherapy, Navi Mumbai.

Dear Dr. Mamta Shetty (PT),

This has reference to your application for the post of "Lecturer" and the subsequent interviews you had with us. We are pleased to offer you an appointment with us as "Lecturer" with effect from, 6<sup>th</sup> October 2017 on the following terms and conditions:

1. Your appointment is effective from your date of joining for the academic year 2017-2018.
2. You will be paid in the pay scale of Rs. 15600-39100+AGP+DA+HRA and other admissible allowance with effect from 6<sup>th</sup> October 2017.
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason.

A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period.

4. You will report to Director, MGM School of Physiotherapy. Your services will be governed by the rules, regulations and office orders in force and framed by the MGM group from time to time which will form part of your service conditions and terms of your employment.





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7. The organization reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
8. Absence for a continuous period of eight days without prior approval of your superiors, including overstay of leave, may lead to your services being terminated without notice.
9. During your employment with us, you will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval of authority.
10. You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reasons of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM group and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM group any such interests or circumstances which may arise during your employment.
13. You will not be allowed to avail of any kind of leave in the first year of service except casual leave which could be availed by you only after three months of your joining the services.
14. You will have to open an account with respective bank to enable us to remit your salary.





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Grade 'A' Accredited by NAAC

### MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai - 410209

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17. All other terms and conditions will be governed by the organization's policies as announced from time to time and it may in its sole discretion as it deems fit revoke or change such policies.
18. You will execute all other documents as may be required to give effect to this offer. This appointment is subject to your being declared medically fit by a competent authority.
19. You will retire from the services of the company on reaching the age of 60 years. Your date of birth in our records is 5<sup>th</sup> October 1991.


Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.

  
Professor-Director

Copy to:

1. Registrar, MGM Institute of Health Sciences
2. Director, MGM School of Physiotherapy
3. Accountant
4. Office copy

  
Registrar  
**Dr. Rajesh B. Goel**  
Registrar  
**MGM Institute of Health Sciences**  
(Deemed University w/s 3 of UGC Act, 1956)  
Navi Mumbai- 410 209



# MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

## MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/ 463/2017

Date : 06/10/2017

To,  
Dr. Shrutika Parab (PT)  
B2/2:4, Bhimashankar CHS,  
Sector 19A,  
Nerul Navi Mumbai

Subject: Appointment as "Full-time Lecturer" in MGM School of Physiotherapy, Navi Mumbai.

Dear Dr. Shrutika Parab (PT),

This has reference to your application for the post of "Lecturer" and the subsequent interviews you had with us. We are pleased to offer you an appointment with us as "Lecturer" with effect from, 6<sup>th</sup> October 2017 on the following terms and conditions.

1. Your appointment is effective from your date of joining for the academic year 2017-2018.
2. You will be paid in the pay scale of Rs. 15600-39100+AGP+DA+HRA and other admissible allowance with effect from 6<sup>th</sup> October 2017.
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason.

A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period.

4. You will report to Director, MGM School of Physiotherapy. Your services will be governed by the rules, regulations and office orders in force and framed by the MGM group from time to time which will form part of your service conditions and terms of your employment.

# MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)


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## MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai - 410209

5. Your services are transferable, and you may be assigned, after reasonable notice, to any location within India or abroad where MGM group conducts business. While on transfer you will be governed by the rules, regulations and conditions of services of the location.
6. Your services may be terminated by either party, giving notice in writing for one month's or payment of one month's salary in lieu thereof. The organization reserves the right not to accept salary in lieu of notice.
7. The organization reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
8. Absence for a continuous period of eight days without prior approval of your superiors, including overstay of leave, may lead to your services being terminated without notice.
9. During your employment with us, you will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval of authority.
10. You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reasons of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM group and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM group any such interests or circumstances which may arise during your employment.
13. You will not be allowed to avail of any kind of leave in the first year of service except casual leave which could be availed by you only after three months of your joining the services.
14. You will have to open an account with respective bank to enable us to remit your salary.



  
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Sector-1, Kamothe, Navi Mumbai - 410209

15. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all our policies and procedures. Any violation of the above mentioned or any other procedures and policies would attract action as per our disciplinary policy in force, including and up to termination. In the event of termination of your services on account of breach of disciplinary policy, we will not be liable to pay any amount in lieu of notice. Upon separation on account of either resignation or termination, you shall immediately return to us all the assets and property (including any leased properties) of the organization including documents, files books, papers and memos whether in hard or soft copy which is in your possession or custody.
16. We shall conduct a background and reference check as per company policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the MGM group may, in its sole discretion, revoke this offer at any time.
17. All other terms and conditions will be governed by the organization's policies as announced from time to time and it may in its sole discretion as it deems fit revoke or change such policies.
18. You will execute all other documents as may be required to give effect to this offer. This appointment is subject to your being declared medically fit by a competent authority.
19. You will retire from the services of the company on reaching the age of 60 years. Your date of birth in our records is 2<sup>nd</sup> August 1992.

Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.

  
Professor-Director

  
Registrar  
**Dr. Rajesh B. Goel**  
Registrar

**MGM Institute of Health Sciences**  
(Deemed University w/s 3 of UGC Act, 1956)  
Navi Mumbai-410 209.

Copy to:

1. Registrar, MGM Institute of Health Sciences
2. Director, MGM School of Physiotherapy
3. Accountant
4. Office copy



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## MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai - 410209

Date : 18/02/2019

MGM/SOP/117/2019

To,

Dr. Hiranmayee Bagwe (PT)  
131/3596, A.S.Gawde  
Marg.Opp ICICI Pantnagar Branch,  
Pantnagar, Ghatkopar (East),  
Mumbai - 400 075.

Subject: Contractual Appointment as "Full-time Lecturer" in MGM School of Physiotherapy,  
Navi Mumbai.

Dear Dr. Hiranmayee Bagwe (PT),

This has reference to your application for the post of "Lecturer" and the subsequent interviews you had with us. We are pleased to offer you contractual appointment with us as "Lecturer" with effect from 1<sup>st</sup> March 2019 for period of one year.

1. Your appointment is effective from your date of joining for the academic year 2018-2019.
2. You will be paid a consolidated monthly salary of INR 50,000/- with effect from 1<sup>st</sup> March 2019.
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason.

A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period.

4. You will report to Director, MGM School of Physiotherapy. Your services will be governed by the rules, regulations and office orders in force and framed by the MGM group from time to time which will form part of your service conditions and terms of your employment.
5. Your services are transferable, and you may be assigned, after reasonable notice, to any location within India or abroad where MGM group conducts business. While on transfer you will be governed by the rules, regulations and conditions of services of the location.





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7. The organization reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
8. Absence for a continuous period of eight days without prior approval of your superiors, including overstay of leave, may lead to your services being terminated without notice.
9. During your employment with us, you will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval of authority.
10. You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reasons of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM group and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM group any such interests or circumstances which may arise during your employment
13. You will not be allowed to avail of any kind of leave in the one year of service except casual leave which could be availed by you only after three months of your joining the services
14. You will have to open an account with respective bank to enable us to remit your salary



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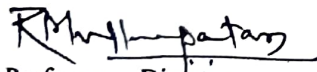
### MGM SCHOOL OF PHYSIOTHERAPY

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16. We shall conduct a background and reference check as per company policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the MGM group may, in its sole discretion, revoke this offer at any time.
17. All other terms and conditions will be governed by the organization's policies as announced from time to time and it may in its sole discretion as it deems fit revoke or change such policies.
18. You will execute all other documents as may be required to give effect to this offer. This appointment is subject to your being declared medically fit by a competent authority.

Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.

  
Professor - Director



  
Registrar

Copy to:

1. Registrar, MGM Institute of Health Sciences
2. Director, MGM School of Physiotherapy
3. Accountant
4. Office copy



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## MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai - 410209

MGM/ SOP/ 118/2019

Date : 18/02/2019

To,  
Dr. Payal Mahesh Murkudkar (PT)  
2<sup>nd</sup> floor vasanti apartment,  
Chendani koliwada, near cidco bus-stop  
Thane (west) 400601

Subject: Contractual Appointment as "Full-time Lecturer" in MGM School of Physiotherapy,  
Navi Mumbai.

Dear Dr. Payal Mahesh Murkudkar (PT)

This has reference to your application for the post of "Lecturer" and the subsequent interviews you had with us. We are pleased to offer you contractual appointment with us as "Lecturer" with effect from 1<sup>st</sup> March 2019 for period of one year.

1. Your appointment is effective from your date of joining for the academic year 2018-2019.
2. You will be paid a consolidated monthly salary of INR 50,000 - with effect from 1<sup>st</sup> March 2019.
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason.

A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period.

4. You will report to Director, MGM School of Physiotherapy. Your services will be governed by the rules, regulations and office orders in force and framed by the MGM group from time to time which will form part of your service conditions and terms of your employment.
5. Your services are transferable, and you may be assigned, after reasonable notice, to any location within India or abroad where MGM group conducts business. While on transfer you will be governed by the rules, regulations and conditions of services of the location.





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7. The organization reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
8. Absence for a continuous period of eight days without prior approval of your superiors, including overstay of leave, may lead to your services being terminated without notice.
9. During your employment with us, you will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval of authority.
10. You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reasons of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM group and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM group any such interests or circumstances which may arise during your employment.
13. You will not be allowed to avail of any kind of leave in the one year of service except casual leave which could be availed by you only after three months of your joining the services.
14. You will have to open an account with respective bank to enable us to remit your salary.



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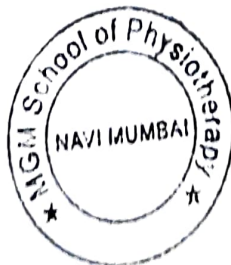
Sector-1, Kamothe, Navi Mumbai - 410209

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17. All other terms and conditions will be governed by the organization's policies as announced from time to time and it may in its sole discretion as it deems fit revoke or change such policies.
18. You will execute all other documents as may be required to give effect to this offer. This appointment is subject to your being declared medically fit by a competent authority.

Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.

  
Professor - Director



  
Registrar

Copy to:

1. Registrar, MGM Institute of Health Sciences
2. Director, MGM School of Physiotherapy
3. Accountant
4. Office copy





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**MGM SCHOOL OF PHYSIOTHERAPY**

Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/208/2019

Date : 07/05/2019

To,  
Dr. Pooja Dogra (PT)  
C-6/5/3:2, Sector -3,  
Neelkamal Apartment  
CBD, Belapur- 400 614.

Subject: Contractual Appointment as “Full-time Lecturer” in MGM School of Physiotherapy,  
Navi Mumbai.

Dear Dr. Pooja Dogra (PT)

This has reference to your application for the post of “Lecturer” and the subsequent interviews you had with us. We are pleased to offer you contractual appointment with us as “Lecturer” with effect from, 1<sup>st</sup> June 2019 for period of one year.

1. Your appointment is effective from your date of joining.
2. You will be paid a consolidated monthly salary of INR 50,000/- (Fifty Thousand Only)
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason.

A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period.

4. You will report to Director, MGM School of Physiotherapy. Your services will be governed by the rules, regulations and office orders in force and framed by the MGM group from time to time which will form part of your service conditions and terms of your employment.
5. Your services are transferable, and you may be assigned, after reasonable notice, to any location within India or abroad where MGM group conducts business. While on transfer you will be governed by the rules, regulations and conditions of services of the location.

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Sector 1, Kamothe, Navi Mumbai ,

E-mail: [mgmschoolofphysiotherapy@gmail.com](mailto:mgmschoolofphysiotherapy@gmail.com)



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7. The organization reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
8. Absence for a continuous period of eight days without prior approval of your superiors, including overstay of leave, may lead to your services being terminated without notice.
9. During your employment with us, you will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval of authority.
10. You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reasons of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM group and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM group any such interests or circumstances which may arise during your employment.
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Sector-1, Kamothe, Navi Mumbai – 410209

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18. You will execute all other documents as may be required to give effect to this offer. This appointment is subject to your being declared medically fit by a competent authority.

Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.

  
Professor – Director



  
Registrar

Copy to:

1. Registrar, MGM Institute of Health Sciences
2. Director, MGM School of Physiotherapy
3. Accountant
4. Office copy





## MGM INSTITUTE OF HEALTH SCIENCES

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### MGM SCHOOL OF PHYSIOTHERAPY

Sector-I, Kamothe, Navi Mumbai - 410209

MGM/ SOP/ 462/2019

Date : 23/08/2019

To,  
Dr. Bhoomika Deepak Sawant (PT)  
D/07, Siddhant Apt 100ft  
Ambadi Road,  
Vasai West, Palghar District -401202

Subject: Contractual Appointment as "Full-time Lecturer" in MGM School of Physiotherapy,  
Navi Mumbai.

Dear Dr. Bhoomika Deepak Sawant (PT)

This has reference to your application for the post of "Lecturer" and the subsequent interviews you had with us. We are pleased to offer you contractual appointment with us as "Lecturer" with effect from, 26<sup>th</sup> August 2019 for period of one year.

1. Your appointment is effective from your date of joining.
2. You will be paid a consolidated monthly salary of INR 50,000/- (Fifty Thousand Only)
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason.  
  
A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period.
4. You will report to Director, MGM School of Physiotherapy. Your services will be governed by the rules, regulations and office orders in force and framed by the MGM group from time to time which will form part of your service conditions and terms of your employment.
5. Your services are transferable, and you may be assigned, after reasonable notice, to any location with in India or abroad where MGM group conducts business. While on transfer you will be governed by the rules, regulations and conditions of services of the location.



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- 8 Absence for a continuous period of eight days without prior approval of your superiors, including overstay of leave, may lead to your services being terminated without notice.
- 9 During your employment with us, you will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval of authority.
- 10 You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
- 11 You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reasons of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
- 12 You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM group and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM group any such interests or circumstances which may arise during your employment.
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16. We shall conduct a background and reference check as per company policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the MGM group may, in its sole discretion, revoke this offer at any time.
17. All other terms and conditions will be governed by the organization's policies as announced from time to time and it may in its sole discretion as it deems fit revoke or change such policies.
18. You will execute all other documents as may be required to give effect to this offer. This appointment is subject to your being declared medically fit by a competent authority.

Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.

  
Competent Authority

Copy to

1. Registrar, MGM Institute of Health Sciences
2. Director, MGM School of Physiotherapy
3. Accountant
4. Office copy





Date: 29/11/2022

To,  
The Director,  
MGM School of Physiotherapy,  
MGM Institute of Health Science,  
Navi Mumbai

Subject: Resignation from the post of Assistant Professor

Respected Madam,

I am writing this letter to inform you that I will be resigning from my current position as an assistant professor at MGM School of Physiotherapy, Navi Mumbai due to personal reasons. My last day of work will be 05/12/2022. I ensure you that I shall communicate and work with the faculty of Musculoskeletal and Pre-clinical department to facilitate proper handing over of my academic, clinical and administrative duties.

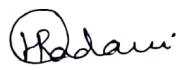
Thank you for the opportunity given to me. I'm proud to have worked for MGM School of Physiotherapy, Navi-Mumbai for the last 1 year and 3 months. Please acknowledge this letter of resignation from my current position. I have been fortunate to have worked for MGM School of Physiotherapy and wish success for the entire team.

Sincerely



Dr. Hiloni Badani (PT)  
Assistant Professor,  
MGM School of Physiotherapy,  
Navi Mumbai

I have gone through my appointment letter and read  
Clause . No.6 and understand its implications .  
Hence , I would not want my experience letter and  
relieving letter.

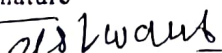
  
5/12/22

MGM School of Physiotherapy  
MGMHS, Navi Mumbai

Inward / Outward No 389

Date 29/11/2022

Receiver Signature





**MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed to be University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

**MGM SCHOOL OF PHYSIOTHERAPY**

Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/440/2021

Date: 13/09/2021

To,  
Dr. Akhila Natesan (PT)  
101 crown jewel  
Yogi hill, Mulund (W)

Subject : Contractual Appointment as "Assistant Professor" in MGM School of Physiotherapy,  
Navi Mumbai.

Dear Dr. Akhila Natesan (PT)

This has reference to your application for the post of "Assistant Professor" and the subsequent interviews you had with us. We are pleased to offer you contractual appointment (full time) with us as "Assistant Professor" for a period of one year.

1. Your appointment is effective from your date of joining.
2. You will be paid a consolidated monthly salary of INR 50,000/- (Fifty Thousand Only)
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason. You understand that registration for PhD at MGM Institute of Health Sciences is mandatory for higher promotions and salary increment and is required to be taken up at the earliest, as per UGC eligibility criteria for admission to PhD program.

A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period. The security deposit will be enhanced as and when salary hike is given to the employee to make it equal to the hiked salary.

MGM (Deemed to be University) U/s 3 of UGC  
Grade 'A' Accredited by NAAC  
**MGM SCHOOL OF PHYSIOTHERAPY**  
Sector-1, Kamothe, Navi Mumbai - 410209

4. You will report to Director, MGM School of Physiotherapy, Navi Mumbai Constituent Unit of MGM Institute of Health Sciences, Navi Mumbai. Your services will be governed by the rules, regulations and office orders in force and framed by the MGM IHS from time to time which will form part of your service conditions and terms of your employment.
5. Your services are transferable, and you may be assigned, after reasonable notice, to any location within India or abroad where MGM Trust conducts business. While on transfer you will be governed by the rules, regulations and conditions of services of the location.
6. Your services may be terminated by either party, giving notice in writing for three months or payment of three months' salary in lieu thereof. The organization reserves the right not to accept salary in lieu of notice.
7. The organization reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
8. Absence for a continuous period of eight days without prior approval of your superiors, including overstay of leave, may lead to your services being terminated without notice.
9. During your employment with us, you will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval of authority.
10. You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reasons of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM IHS and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM IHS any such interests or circumstances which may arise during your employment.





# MGM INSTITUTE OF HEALTH SCIENCES

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Sector-1, Kamothe, Navi Mumbai - 410209

13. You will not be allowed to avail of any kind of leave in the one year of service except casual leave which could be availed by you only after three months of your joining the services.
14. You will have to open an account with designated bank to enable us to remit your salary.
15. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all our policies and procedures. Any violation of the above mentioned or any other procedures and policies would attract action as per our disciplinary policy in force, including and up to termination. In the event of termination of your services on account of breach of disciplinary policy, we will not be liable to pay any amount in lieu of notice. Upon separation on account of either resignation or termination, you shall immediately return to us all the assets and property (including any leased properties) of the organization including documents, files books, papers and memos whether in hard or soft copy which is in your possession or custody.
16. We shall conduct a background and reference check as per MGM IHS policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the MGM IHS may, in its sole discretion, revoke this offer at any time.
17. All other terms and conditions will be governed by the organization's policies as announced from time to time and it may in its sole discretion as it deems fit revoke or change such policies.
18. You will execute all other documents as may be required to give effect to this offer. This appointment is subject to your being declared medically fit by a competent authority.

Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.

Professor - Director  
Professor - Director

MGM School of Physiotherapy

MGM IHS, Navi Mumbai

1. Registrar, MGM Institute of Health Sciences
2. Director, MGM School of Physiotherapy, Navi Mumbai
3. Accountant
4. Office copy





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### MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/02/2022

Date: 01/01/2022

To,  
Dr. Aamreen Ryain (PT)  
5/b-1, Dongre Sadan, Mohili Village, Sakinaka,  
Andheri East, Mumbai-72.

Subject : Contractual Appointment as "Assistant Professor" in MGM School of Physiotherapy,  
Navi Mumbai.

Dear Dr. Aamreen Ryain (PT),

This has reference to your application for the post of "Assistant Professor" and the subsequent interviews you had with us. We are pleased to offer you contractual appointment (full time) with us as "Assistant Professor" for a period of one year.

1. Your appointment is effective from your date of joining.
2. You will be paid a consolidated monthly salary of INR 50,000/- (Fifty Thousand Only)
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason. You understand that registration for PhD at MGM Institute of Health Sciences is mandatory for higher promotions and salary increment and is required to be taken up at the earliest, as per UGC eligibility criteria for admission to PhD program.

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5. Your services are transferable, and you may be assigned, after reasonable notice, to any location with in India or abroad where MGM Trust conducts business. While on transfer you will be governed by the rules, regulations and conditions of services of the location.
6. Your services may be terminated by either party, giving notice in writing for three month's or payment of three month's salary in lieu thereof. The organization reserves the right not to accept salary in lieu of notice.
7. The organization reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
8. Absence for a continuous period of eight days without prior approval of your superiors, including overstay of leave, may lead to your services being terminated without notice.
9. During your employment with us, you will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval of authority.
10. You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reasons of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM IHS and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM IHS any such interests or circumstances which may arise during your employment.





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Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.

**Professor – Director**

**Registrar**

Copy to:

1. Registrar, MGM Institute of Health Sciences
2. Director, MGM School of Physiotherapy, Navi Mumbai
3. Accountant
4. Office copy



## MGM INSTITUTE OF HEALTH SCIENCES

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### MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/ 12 /2022

Date: 01/01/2022

To,  
Dr. Victoria David Kuttan (PT)  
Room no 64, Behind Ashirwad Niwas,  
K.L.Colony Gandhi Nagar Kopri,  
Thane East 400603.

Subject : Contractual Appointment as "Assistant Professor" in MGM School of Physiotherapy,  
Navi Mumbai.

Dear Dr. Victoria David Kuttan (PT),

This has reference to your application for the post of "Assistant Professor" and the subsequent interviews you had with us. We are pleased to offer you contractual appointment (full time) with us as "Assistant Professor" for a period of one year.

1. Your appointment is effective from your date of joining.
2. You will be paid a consolidated monthly salary of INR 50,000/- (Fifty Thousand Only)
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason. You understand that registration for PhD at MGM Institute of Health Sciences is mandatory for higher promotions and salary increment and is required to be taken up at the earliest, as per UGC eligibility criteria for admission to PhD program.

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11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reason of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM IHS and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM IHS any such interests or circumstances which may arise during your employment.





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We welcome you and wish you every success in your career with us.

**Professor – Director**

**Registrar**

Copy to:

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2. Director, MGM School of Physiotherapy, Navi Mumbai
3. Accountant
4. Office copy



## MGM INSTITUTE OF HEALTH SCIENCES

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### MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/282/2022

Date: 17/05/2022

To,  
Dr. Neha Anil Padia (PT)  
Sector 5, New Panvel (E),  
Navi Mumbai,

Subject : Contractual Appointment as “Assistant Professor” in MGM School of Physiotherapy,  
Navi Mumbai.

Dear Dr. Neha Anil Padia (PT),

This has reference to your application for the post of “Assistant Professor” and the subsequent interviews you had with us. We are pleased to offer you contractual appointment (full time) with us as “Assistant Professor” for a period of one year.

1. Your appointment is effective from your date of joining.
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Sector-1, Kamothe, Navi Mumbai – 410209

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12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM IHS and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM IHS any such interests or circumstances which may arise during your employment.





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Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.

**Professor – Director**



**Registrar**

Copy to:

1. Registrar, MGM Institute of Health Sciences
2. Director, MGM School of Physiotherapy, Navi Mumbai
3. Accountant
4. Office copy



# MGM INSTITUTE OF HEALTH SCIENCES

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Grade 'A' Accredited by NAAC

## MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/320/2022

Date: 01/06/2022

To,  
Dr. Aarohi Joshi (PT)  
BN-26, RIL Township, Nagothane,  
Tal- Pen  
Dist. Raigad - 402125

Subject : Contractual Appointment as “Assistant Professor” in MGM School of Physiotherapy,  
Navi Mumbai.

Dear Dr. Aarohi Joshi (PT)

This has reference to your application for the post of “Assistant Professor” and the subsequent interviews you had with us. We are pleased to offer you contractual appointment (full time) with us as “Assistant Professor” for a period of one year.

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
### MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai – 410209

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**Professor – Director**

  
**Registrar**

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3. Accountant
4. Office copy



## **MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed to be University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

### **MGM SCHOOL OF PHYSIOTHERAPY**

Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/337/2022

Date: 10 / 6 / 2022

To,  
Dr. Kshitija J. Jadhav (PT)  
Ordinance Estate,  
F 1/22, Ambernath West-421502  
Dist.: Thane.

Subject : Contractual Appointment as "Assistant Professor" in MGM School of Physiotherapy,  
Navi Mumbai.

Dear Dr. Kshitija J. Jadhav (PT),

This has reference to your application for the post of "Assistant Professor" and the subsequent interviews you had with us. We are pleased to offer you contractual appointment (full time) with us as "Assistant Professor" for a period of one year.

1. Your appointment is effective from your date of joining.
2. You will be paid a consolidated monthly salary of INR 50,000/- (Fifty Thousand Only)
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason. You understand that registration for PhD at MGM Institute of Health Sciences is mandatory for higher promotions and salary increment and is required to be taken up at the earliest, as per UGC eligibility criteria for admission to PhD program.

A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period. The security deposit will be enhanced as and when salary hike is given to the employee to make it equal to the hiked salary.





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### **MGM SCHOOL OF PHYSIOTHERAPY**

Sector-1, Kamothe, Navi Mumbai – 410209

4. You will report to Director, MGM School of Physiotherapy, Navi Mumbai Constituent Unit of MGM Institute of Health Sciences, Navi Mumbai. Your services will be governed by the rules, regulations and office orders in force and framed by the MGM IHS from time to time which will form part of your service conditions and terms of your employment.
5. Your services are transferable, and you may be assigned, after reasonable notice, to any location within India or abroad where MGM Trust conducts business. While on transfer you will be governed by the rules, regulations and conditions of services of the location.
6. Your services may be terminated by either party, giving notice in writing for three months or payment of three months' salary in lieu thereof. The organization reserves the right not to accept salary in lieu of notice.
7. The organization reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
8. Absence for a continuous period of eight days without prior approval of your superiors, including overstay of leave, may lead to your services being terminated without notice.
9. During your employment with us, you will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval of authority.
10. You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reason of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between MGM IHS and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM IHS any such interests or circumstances which may arise during your employment.





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Sector-1, Kamothe, Navi Mumbai – 410209

13. You will not be allowed to avail of any kind of leave in the one year of service except casual leave which could be availed by you only after three months of your joining the services.
14. You will have to open an account with designated bank to enable us to remit your salary.
15. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all our policies and procedures. Any violation of the above mentioned or any other procedures and policies would attract action as per our disciplinary policy in force, including and up to termination. In the event of termination of your services on account of breach of disciplinary policy, we will not be liable to pay any amount in lieu of notice. Upon separation on account of either resignation or termination, you shall immediately return to us all the assets and property (including any leased properties) of the organization including documents, files books, papers and memos whether in hard or soft copy which is in your possession or custody.
16. We shall conduct a background and reference check as per MGM IHS policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the MGM IHS may, in its sole discretion, revoke this offer at any time.
17. All other terms and conditions will be governed by the organization's policies as announced from time to time and it may in its sole discretion as it deems fit revoke or change such policies.
18. You will execute all other documents as may be required to give effect to this offer. This appointment is subject to your being declared medically fit by a competent authority.

Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.

**Professor – Director**

**Registrar**

Copy to:

1. Registrar, MGM Institute of Health Sciences
2. Director, MGM School of Physiotherapy, Navi Mumbai
3. Accountant
4. Office copy



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**MGM SCHOOL OF PHYSIOTHERAPY**

Sector-1, Kamothe, Navi Mumbai - 410209

MGM/ SOP/3352022

Date: 15 / 6 / 2022

To,  
Dr. Ramandeep Kaur Saini (PT)  
Shiv Krupa Apartments,  
NL 4/3/6, Sector 11, Nerul,  
Navi Mumbai, 400706.

Subject : Contractual Appointment as "Assistant Professor" in MGM School of Physiotherapy,  
Navi Mumbai.

Dear Dr. Ramandeep Kaur Saini (PT),

This has reference to your application for the post of "Assistant Professor" and the subsequent interviews you had with us. We are pleased to offer you contractual appointment (full time) with us as "Assistant Professor" for a period of one year.

1. Your appointment is effective from your date of joining.
2. You will be paid a consolidated monthly salary of INR 50,000/- (Fifty Thousand Only)
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason. You understand that registration for PhD at MGM Institute of Health Sciences is mandatory for higher promotions and salary increment and is required to be taken up at the earliest, as per UGC eligibility criteria for admission to PhD program.

A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period. The security deposit will be enhanced as and when salary hike is given to the employee to make it equal to the hiked salary.

---

Sector 1, Kamothe, Navi Mumbai ,

E-mail: [mgmschoolofphysiotherapy@mgmsopnm.edu.in](mailto:mgmschoolofphysiotherapy@mgmsopnm.edu.in)





## **MGM INSTITUTE OF HEALTH SCIENCES**

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### **MGM SCHOOL OF PHYSIOTHERAPY**

Sector 1, Kamothe, Navi Mumbai - 411022

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5. Your services are transferable, and you may be assigned, after reasonable notice, to any location with in India or abroad where MGM Trust conducts business. While on transfer you will be governed by the rules, regulations and conditions of services of the location.
6. Your services may be terminated by either party, giving notice in writing for three month's or payment of three month's salary in lieu thereof. The organization reserves the right not to accept salary in lieu of notice.
7. The organization reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
8. Absence for a continuous period of eight days without prior approval of your superiors, including overstay of leave, may lead to your services being terminated without notice.
9. During your employment with us, you will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval of authority.
10. You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reasons of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM IHS and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM IHS any such interests or circumstances which may arise during your employment.





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Sector-1, Kamothe, Navi Mumbai – 410209

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15. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all our policies and procedures. Any violation of the above mentioned or any other procedures and policies would attract action as per our disciplinary policy in force, including and up to termination. In the event of termination of your services on account of breach of disciplinary policy, we will not be liable to pay any amount in lieu of notice. Upon separation on account of either resignation or termination, you shall immediately return to us all the assets and property (including any leased properties) of the organization including documents, files books, papers and memos whether in hard or soft copy which is in your possession or custody.
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We welcome you and wish you every success in your career with us.

Professor – Director

Registrar

Copy to:

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4. Office copy



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### MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/452/2022

Date: 12/08/2022

To,  
Dr. Krutika Dnyaneshwar Gawade (PT)  
Shri Kisan Appt,  
3<sup>rd</sup> floor, Room No.305,  
Kalwa , Thane

Subject : Contractual Appointment as "Assistant Professor" in MGM School of Physiotherapy,  
Navi Mumbai.

Dear Dr. Krutika Dnyaneshwar Gawade (PT)

This has reference to your application for the post of "Assistant Professor" and the subsequent interviews you had with us. We are pleased to offer you contractual appointment (full time) with us as "Assistant Professor" for a period of one year.

1. Your appointment is effective from your date of joining.
2. You will be paid a consolidated monthly salary of INR 50,000/- (Fifty Thousand Only)
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason. You understand that registration for PhD at MGM Institute of Health Sciences is mandatory for higher promotions and salary increment and is required to be taken up at the earliest, as per UGC eligibility criteria for admission to PhD program.

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9. During your employment with us, you will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval of authority.
10. You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reasons of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM IHS and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM IHS any such interests or circumstances which may arise during your employment.





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Sector-1, Kamothe, Navi Mumbai – 410209

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Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.

**Professor - Director**

**Registrar**

**Dr. Rajesh B. Goel**

**Registrar**

**MGM Institute of Health Sciences**  
(Deemed University u/s 3 of UGC Act, 1956)  
Navi Mumbai- 410 209

Copy to:

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2. Director, MGM School of Physiotherapy, Navi Mumbai
3. Accountant
4. Office copy



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**MGM SCHOOL OF PHYSIOTHERAPY**

Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/108/2023

Date: 20/02/2023

To,

Dr. Gargi Chandrashekhar Mishra (PT)  
302 Matruchaya Chs, Mandhane Compound,  
Ganpati Chowk, Agra Road,  
Kalyan west,  
Dist. Thane.

Subject : Contractual Appointment as “Junior Assistant Professor” in MGM School of Physiotherapy,  
Navi Mumbai.

Dear Dr. Gargi Chandrashekhar Mishra (PT),

This has reference to your application for the post of “Junior Assistant Professor” and the subsequent interviews you had with us. We are pleased to offer you contractual appointment (full time) with us as “Junior Assistant Professor” for a period of two years.

1. Your appointment is effective from your date of joining.
2. You will be paid a consolidated monthly salary of INR 40,000/- (Forty Thousand Only)
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason. You understand that registration for PhD at MGM Institute of Health Sciences is mandatory for higher promotions and salary increment. A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period. The security deposit will be enhanced as and when salary hike is given to the employee to make it equal to the hiked salary.



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Sector-1, Kamothe, Navi Mumbai – 410209

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10. You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reasons of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM IHS and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM IHS any such interests or circumstances which may arise during your employment.





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Sector-1, Kamothe, Navi Mumbai – 410209

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Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.

**Professor – Director**

**Registrar**

Copy to:

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2. Director, MGM School of Physiotherapy, Navi Mumbai
3. Accountant
4. Office copy



## MGM INSTITUTE OF HEALTH SCIENCES

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### MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/ 09/2023

Date: 20/ 02/2023

To,  
Dr. Shrutika Pramod Sawant (PT)  
Sector 11, Kharghar,  
Panvel, 410210

Subject : Contractual Appointment as “Junior Assistant Professor” in MGM School of Physiotherapy,  
Navi Mumbai.

Dear Dr. Shrutika Pramod Sawant (PT),

This has reference to your application for the post of “Junior Assistant Professor” and the subsequent interviews you had with us. We are pleased to offer you contractual appointment (full time) with us as “Junior Assistant Professor” for a period of two years.

1. Your appointment is effective from your date of joining.
2. You will be paid a consolidated monthly salary of INR /-
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason. You understand that registration for PhD at MGM Institute of Health Sciences is mandatory for higher promotions and salary increment.  
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We welcome you and wish you every success in your career with us.

**Professor – Director**

**Registrar**

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4. Office copy



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## MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai - 410209

MGM/ SOP/107/2023

Date: 20/2/2023

To,  
Dr. Anubhuti Jha (PT)  
B-401, Samata Apartment Near Amar Nagar Bus Stop,  
Moti Nagar,  
Mulund West Mumbai 400 082.

Subject : Contractual Appointment as "Junior Assistant Professor" in MGM School of Physiotherapy,  
Navi Mumbai.

Dear Dr. Anubhuti Jha (PT)

This has reference to your application for the post of "Junior Assistant Professor" and the subsequent interviews you had with us. We are pleased to offer you contractual appointment (full time) with us as "Junior Assistant Professor" for a period of two years.

1. Your appointment is effective from your date of joining.
2. You will be paid a consolidated monthly salary of INR 40,000/- (Forty Thousand Only)
3. Your appointment is subject to approval by MGM Institute of Health Sciences, Kamothe Navi Mumbai. Until your appointment is approved by this university, it will be treated purely temporary and liable to be terminated without assigning any reason. You understand that registration for PhD at MGM Institute of Health Sciences is mandatory for higher promotions and salary increment. A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period. The security deposit will be enhanced as and when salary hike is given to the employee to make it equal to the hiked salary.





**MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed to be University u/s 3 of UGC Act, 1956)

Grade 'A++' Accredited by NAAC

**MGM SCHOOL OF PHYSIOTHERAPY**

Sector-1, Kamothe, Navi Mumbai – 410209

4. You will report to Director, MGM School of Physiotherapy, Navi Mumbai Constituent Unit of MGM Institute of Health Sciences, Navi Mumbai. Your services will be governed by the rules, regulations and office orders in force and framed by the MGM IHS from time to time which will form part of your service conditions and terms of your employment.
5. Your services are transferable, and you may be assigned, after reasonable notice, to any location within India or abroad where MGM Trust conducts business. While on transfer you will be governed by the rules, regulations and conditions of services of the location.
6. Your services may be terminated by either party, giving notice in writing for three months or payment of three months' salary in lieu thereof. The organization reserves the right not to accept salary in lieu of notice.
7. The organization reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
8. Absence for a continuous period of eight days without prior approval of your superiors, including overstay of leave, may lead to your services being terminated without notice.
9. During your employment with us, you will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval of authority.
10. You will be required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the organization to assign such duties and responsibilities. Your performance evaluation will be done periodically by your superiors as per our appraisal system.
11. You shall not divulge to any third party any information regarding the affairs or business matters of our organization or information regarding its customer / patients/ students and / or employees without prior written approval. All information that comes to your knowledge by reasons of your employment with us is deemed to be confidential and any breach thereof shall be deemed to be a violation of our policies and you will be liable for any disciplinary and legal action.
12. You have confirmed that you have disclosed fully all of your business/personal interests to us whether or not they are similar to or in conflict with the business (es) or activities of our organization, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between MGM IHS and you or any immediate relatives. Also, you agree to disclose fully and immediately to the MGM IHS any such interests or circumstances which may arise during your employment.





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13. You will not be allowed to avail of any kind of leave in the one year of service except casual leave which could be availed by you only after three months of your joining the services.
14. You will have to open an account with designated bank to enable us to remit your salary.
15. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all our policies and procedures. Any violation of the above mentioned or any other procedures and policies would attract action as per our disciplinary policy in force, including and up to termination. In the event of termination of your services on account of breach of disciplinary policy, we will not be liable to pay any amount in lieu of notice. Upon separation on account of either resignation or termination, you shall immediately return to us all the assets and property (including any leased properties) of the organization including documents, files books, papers and memos whether in hard or soft copy which is in your possession or custody.
16. We shall conduct a background and reference check as per MGM IHS policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the MGM IHS may, in its sole discretion, revoke this offer at any time.
17. All other terms and conditions will be governed by the organization's policies as announced from time to time and it may in its sole discretion as it deems fit revoke or change such policies.
18. You will execute all other documents as may be required to give effect to this offer. This appointment is subject to your being declared medically fit by a competent authority.

Please sign and return a copy of this letter as a token of your acceptance of this offer of employment.

We welcome you and wish you every success in your career with us.

**Professor - Director**

**Registrar**

Copy to:

1. Registrar, MGM Institute of Health Sciences
2. Director, MGM School of Physiotherapy, Navi Mumbai
3. Accountant
4. Office copy