



**MAHATMA GANDHI MISSION**

1A, C. B. D. (Belapur), Navi Mumbai - 400 614

☎ 27572293, 27570219, 56168127 Fax 91-22-27571162

Ref. No. :- MGM/47/P09205/48/2006

17<sup>th</sup> March 2006

To  
✓ Mrs. Prabha Dasila  
Vice – Principal,  
MGM College of Nursing, Kamothe.  
Navi Mumbai.

**Subject :- Appointment / Transfer.**

Madam,

Considering your past performance and experience the MGM Management is pleased to appoint you as Principal at MGM College of Nursing, Vashi (proposed) on the following terms and conditions :-

- 1) Your appointment shall be on probation for two years.
- 2) You shall discharge your duties as Professor and Principal; and develop the up-coming college from the academic year 2006-07.
- 3) You will be paid the salary in the Vth Pay in the scale 16,400 – 450 – 20,900 – 500 – 22,400 and the basic salary fixed at Rs. 17,300/-. You will be paid DA @ 40%, HRA @ 5% and SPA – Rs. 5,000/-.
- 4) This appointment shall be treated as transfer on promotion and hence relieving certificate may be obtained from the Principal, MGM College of Nursing, Kamothe prior to joining the fresh assignment.

Your acceptance or otherwise may be communicated to the undersigned on or before 21<sup>st</sup> March 2006.

With best wishes,

Dr. S. N. Kadam  
Trustee  
Mahatma Gandhi Mission

Copy to :-

1. The Principal,  
MGM College of Nursing, Kamothe.
2. Dr. N. N. Kadam, Director  
MGM New Bombay Hospital, Vashi.
3. MGM College of Nursing, Vashi.



MAHATMA GANDHI MISSION TRUST  
COLLEGE OF NURSING,  
Kamothe, Navi Mumbai

Tel. - 2742 1783 email-mgmcon@rediffmail.com

Date: 03/10/2003.

To,

Mrs. Prabha Dasila  
C 64, 3/2, Varsha,  
Sector-6, CBD,  
Navi Mumbai.

Subject: Appointment as " Vice Principal / Associate Professor ", in M.G.M.  
College of Nursing, Kamothe, Navi Mumbai.

Madam.

You are appointed as " Vice Principal / Associate Professor " in the MGM's  
College of Nursing, Kamothe, Navi Mumbai on a salary scale of Rs. 12,000 -420-  
13260-450-14610-500-16110+DA+HRA+CCA+CA+SPA= 18740/- with effect from  
17/11/2003.

1. Your appointment is subject to approval by Maharashtra University of Health Sciences, Nashik.
2. Until Your appointment is approved by Maharashtra University of Health sciences, Nashik, it will treated purely temporary and liable to be terminated without assigning any reason.
3. You will be placed as per U.G.C. Scales and allowances.
4. Your appointment is governed by service rules as framed by MGM Management from time to time.
5. During your appointment you will carry out duties as assigned to you by the authorities. Initially you will report to the Principal, MGM's College of Nursing, Kamothe.
6. During the tenure of your employment you are liable to transfer to any institute at any part of India.

7. Your appointment is subject to your furnishing Photostat copies of following documents along with original for verifications.
  - a) Birth Certificate
  - b) Educational Certificate
  - c) Work experience certificate from past employee along with character certificate
  - d) Last salary drawn along with salary slip.
  - e) Three pass port size photographs.
8. You will not divulge information collected during your tenure of employment to outside institutes / organizations.
9. During tenure of employment you will not take any part-time/full time assignment in case MGM Management came to know such activity then your services will be terminated immediately and deposit will be confiscated.
10. During the probation period your services will be terminated by one months notice by either side.
11. If you fail to join the duty on the day of appointment the your appointment order will be treated as cancelled.
12. At the time of joining you will sign an agreement to abide terms and conditions of MGM Management.
13. Please note that your appointment is purely on temporary basis and can be terminated without prior notice.

Director

*J. Anonilla*  
Principal  
MGM College of Nursing  
Kamothe, Navi Mumbai

MAHATMA GANDHI MISSION

12, Bhagwati Nagar, Nerul, N. C. Phone 23551

No.MGM/INE/APPT/92-93/

18 SEPT 1992

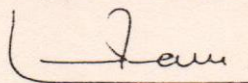
To,

Mrs. Prabha Dasila  
C/5/21, 1:2, Sector-1A,  
CBD, Belapur,  
NEW BOMBAY - 400 614.

I am glad to inform you that you are hereby appointed as SISTER TUTOR in the Florence Institute of Nursing Education of the Mahatma Gandhi Mission with effect from the date she takes over charge of the post, in the pay scale of Rs.2000-60-2300-EB-75-3200. I am also glad to inform you to that you would be held entitled to one additional increment of Rs.60/- from 10th August 1992. The service conditions will be as follows :-

- (i) You will be on probation for one academic year and the period of probation may be extended by another year, before confirmation.
- (ii) Your service may be terminated at one month's notice from either side or a month's pay in lieu of notice.
- (iii) It is incumbent on you to get yourself registered with the Maharashtra Nursing Council at the earliest.
- (iv) Your services will be governed by the rules & regulations framed by the Mahatma Gandhi Mission.

You are requested to report to the Chief Executive, MGM, at MGM Medical College, Kalamboli, New Bombay immediately failing which this order would stand cancelled.

  
(Dr. Nitin N. Kadam)  
Director.  
Mahatma Gandhi Mission

- c.c. to :
- 1) Vice Principal, MGM FINE, Nerul
  - 2) Shri N.D. Koli, Chief Executive, MGM Medical College
  - 3) Finance & Accounts Officer, MGM



**MGM INSTITUTE OF HEALTH SCIENCES**

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

Grade 'A' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No.: MGM/NBCON/38/08/18

Date: 28.08.2018

To,  
Mrs. R. Ponchitra,  
Associate Professor,  
MGM New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

**Sub: Promotion to the post of Vice Principal cum Professor.**

Dear Mrs. R. Ponchitra,

This is with reference to your application and subsequent personal interview for the post of Vice Principal cum Professor, conducted by a team of experts on 27.07.2018. We are extremely pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences has considered you suitable and approved for the post.

You have therefore been promoted to the post of Vice Principal cum Professor on a salary scale 15600 - 39100 salary fixed @ 21630 + AGP 8000 with Gross Rs. 70,431/- with effect from 01.09.2018. All other terms and conditions of your appointment remain unchanged.

Congratulations and best wishes.

Dr. (Mrs.) Prabha K. Dasila  
Professor & Director



Received with Thanks  
Prabha  
28/8/18.



# MGM NEW BOMBAY COLLEGE OF NURSING

A constituent unit of MGM Institute of Health Sciences, Navi Mumbai  
(Deemed University u/s 3 of UGC Act, 1956)  
Grade 'A' Accredited by NAAC

Ref. No. : MGM/NBCONK/37/09/15

Date: 28.09.2015

To,  
Mrs. R. Ponchitra,  
A1 1304, Hyde Park,  
Sector – 35-G, Kharghar,  
Navi Mumbai.

## **Sub: Appointment to the post of Associate Professor.**

Dear Mrs. R. Ponchitra,

We are pleased to inform that, you are appointed as Associate Professor in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary in the scale 15,600 -39,100 and the basic salary has been fixed at Rs. 17,558/- with DA @65%, HRA@10%, TRA – Rs. 800/- and AGP of Rs. 8,000/-. The total emolument comes to Rs.45,527/- (Rs. Forty Five Thousand Five Hundred and Twenty Seven only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe and Kalamboli as assigned by the Principal apart from your duties of Associate Professor at College of Nursing.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.



# MGM NEW BOMBAY COLLEGE OF NURSING

A constituent unit of MGM Institute of Health Sciences, Navi Mumbai  
(Deemed University u/s 3 of UGC Act, 1956)  
Grade 'A' Accredited by NAAC

11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

PRINCIPAL

Principal, MGM New Bombay College of Nursing,  
Kamothe, Navi Mumbai - 410209.

Name of Employee: M.S. R. PONCHITRA

I agree to the terms and conditions of the appointment order and will join the duties on or before

Signature:  Date: 3/10/15

Copy with compliments to:

1. Registrar, MGM Institute of Health Sciences, Kamothe.
2. Accounts
3. Personal File



## MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai - 410 209.

Ref. No.: MGM/NBCON/39/08/18

Date: 28.08.2018

To,  
Mrs. Susan Jacob,  
Associate Professor,  
MGM New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

**Sub: Promotion to the post of Professor.**

Dear Mrs. Susan Jacob,

This is with reference to your application and subsequent personal interview for the post of Professor, conducted by a team of experts on 27.07.2018. We are extremely pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences has considered you suitable and approved for the post.

You have therefore been promoted to the post of Professor on a salary scale 15600 - 39100 salary fixed @ 20770 + AGP 8000 with Gross Rs. 68,410/- with effect from 01.09.2018. All other terms and conditions of your appointment remain unchanged.

Congratulations and best wishes.

Dr. (Mrs.) Prabha K. Dasila

Professor & Director



Received  
Prabha



# MGM INSTITUTE OF HEALTH SCIENCES

Accredited by NAAC with 'A' Grade

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

Sector-1, Kamothe, Navi Mumbai - 410209

Tel. No. 022-27432471, 022-27432994, Fax No. 022 - 27431094

E-mail : registrar@mgsuhs.com ; Website : [www.mgsuhs.com](http://www.mgsuhs.com)

MGMIHS/ESTT/NBCON/2014/3-2

Date: 04.03.14

To,  
Mrs. Susan Jacob,  
C/o, Mr. Jacob Ninan  
First Floor, DIT, Central Bank of India,  
Plot No. 26, Sector -11,  
CBD Belapur, Navi Mumbai.

## Sub: Appointment to the post of Lecturer.

Dear Ms. Susan Jacob,

We are pleased to inform that you are appointed as Lecturer in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai, for a period of one year from the date of joining your duties, purely on temporary basis under the control of Principal, MGM New Bombay College of Nursing. Your appointment is subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management.
2. You will be paid salary in the scale 15,600 -39,100 and the basic salary has been fixed at Rs. 17,558/- with DA @65%, HRA@10%, TRA – Rs. 800/- and AGP of Rs. 4,400/-. The total emolument comes to Rs.39,227/- (Rs. Thirty Nine Thousand Two Hundred and Twenty Seven only) per month.
3. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
4. You will have to submit an authentic proof regarding your date of birth and educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
5. You will have to give one month's salary in lieu of the notice to the management before resigning the job.
6. You are required to keep your original qualification certificates with the institute during your contract employment as security in addition to one month's consolidated salary as security deposit with the institute till you are officially relieved from your duties.
7. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
8. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe and Kalamboli as assigned by the Principal apart from your duties of Lecturer at College of Nursing.
9. During your contract period, you will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances, since your appointment is purely on temporary basis. You will also not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind whatsoever to which the workmen/employees governed by Industrial Dispute Act or any labour legislation are entitled, on the ground that this employment is purely on contract.

10. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
11. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
12. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
13. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
14. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
15. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
16. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
17. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
18. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed immediately to the Registrar, MGM Institute of Health Sciences, Navi Mumbai through Principal, MGM New Bombay College of Nursing.



*[Signature]*  
Registrar

Name of Employee: Mr. Susan Jacob

I agree to the terms and conditions of the appointment order and will join the duties on or before

July 15<sup>th</sup> 2014

Signature: *[Signature]* Date: 18-3-2014

Copy with compliments to:

1. Hon'ble Vice Chancellor for information
2. Hon'ble Pro-Vice Chancellor for information
3. The Principal, MGM New Bombay College of Nursing, Kamothe, Navi Mumbai.
4. Accounts
5. Establishment Section
6. Personal File

*Joined on 15/5/14*

*[Signature]*



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A++' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.

Ref No.: MGM/NBCON/IA/08/2024

Date: - 01.08.2024

**PROMOTION LETTER**

To,  
Mrs. Maria Preethi Mathew  
Associate Professor  
New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

**Dear Mrs. Maria Preethi Mathew,**

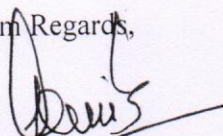
This is with reference to your application and subsequent personal interview for the post of Professor, conducted by a team of experts on 21.08.2024. We are pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences, Kamothe has approved your promotion to the Post of **Professor** at MGM New Bombay College of Nursing, Kamothe, Navi Mumbai on a salary scale of **Rs. 15600-39100 fixed at Rs. 28870 + AGP 8000** with effect 1<sup>st</sup> August 2024.

You will have to perform and fulfill all academic and clinical responsibilities as assigned to you at attached teaching hospitals by the Director, MGM New Bombay College of Nursing, Kamothe, Navi Mumbai.

As a part of dual responsibilities in the hospital you are an important member of team performing the dual responsibilities at MGM Hospital, Kamothe and Kalamboli, Navi Mumbai. You have already been discharging the duties in the hospital as Associate Professor Nursing Superintendent (Nursing manpower) and Chief Infection Control Nurse at MGM Medical College Hospital, Kamothe / Kalamboli. With your promotion to the post of Professor in the Department of OBG Nursing, your dual designation will be "**Professor and Nursing Superintendent (Nursing Manpower Management)**" with effect from 01.08.2024. You will also be heading the infection control nursing department and maintain the standards of practices.

The other terms and conditions will remain the same as mentioned in your appointment letter.

Warm Regards,

  
Professor & Director





MAHATMA GANDHI MISSION

## COLLEGE OF NURSING

MGM General cum Super Specialty Hospital Campus, Plot No. 46, Sector-30, Vashi, Navi Mumbai-400705

Tel.: 022-27812730, 65106006, Tele Fax: 91-22-27812730

Email : [mgm\\_con@yahoo.co.in](mailto:mgm_con@yahoo.co.in), Website : [www.mgmmumbai.ac.in](http://www.mgmmumbai.ac.in), [www.mgmuhs.com](http://www.mgmuhs.com)

Ref. No.:- MGM/CON/126/2015

Date: 10/08/2015

### To Whom It May Concern

This is to certify that Ms. Maria Preethi Mathew was employed in Mahatma Gandhi Mission (MGM) College of Nursing from October 03, 2013 till date as Associate Professor in Obstetrical and Gynaecological Nursing. The college offers Basic B.Sc. Nursing program of four years duration and M.Sc. Nursing program of two years duration and she was involved in both the programmes.

The parent hospital of the college is MGM Medical College Hospital Kamothe , a multispecialty teaching Hospital equipped with all diagnostic and treatment facilities and super specialty departments like Cardiovascular, Nephrology and Neurology units where Nursing, Medical, Dental and Physiotherapy students undergo graduate and post graduate training.

Ms. Maria Preethi Mathew taught the students in the classroom and supervised them in the clinical areas. She was also involved in planning and supervision of patient care activities and coordinated with nursing personnel of Obstetrical and Gynaecology department to render the areas conducive to learning.

Ms Maria Preethi Mathew has a pleasant disposition, and maintained good rapport with her superiors, colleagues and all other personnel.

Ms Maria Preethi Mathew has been transferred to MGM New Bombay College of Nursing, Kamothe on her own request and is relieved from her duties with effect from August 11, 2015.

I wish her success in all her future endeavours.

Principal

Dr.(Mrs.) Mary Mathews N. PhD Nursing M. Sc. Nursing R.N., R.M.

**Principal**  
MGM College of Nursing  
Vashi, Navi Mumbai.





MAHATMA GANDHI MISSION

## COLLEGE OF NURSING

Junction of NH-4 and Sion Panvel Expressway, Sector-18, Kamothe, Navi Mumbai – 410 209  
022-27432783, 27437823, 65106006 Tele Fax: 91-22-27432783, Fax-91-22-27431094  
Email : mgm\_con@yahoo.co.in, Website : www.mgmmumbai.ac.in, www.mgmuhs.com

Ref. no: - MGM/CON/M.Sc./ III /2013

Date:-31/08/2013

To

Ms. Maria Preethi Mathew,  
Suprema H-803, Casa Bella Township,  
Kalyan Shil Road  
Next to Desai Toll Naka,  
Dombivilli (E)

Subject- Appointment as Associate Professor (Obstetrics and Gynecological Nursing) in MGM College of Nursing, Kamothe, Navi Mumbai.

Dear Ms. Preethi Mathew,

I am happy to inform you that you are appointed as Associate Professor (Obstetrics and Gynecological Nursing) in MGM College of Nursing, Kamothe, Navi Mumbai on consolidated pay of Rs. 50,000/- per month w.e.f 2<sup>nd</sup> September, 2013.

Your appointment is subject to the terms and conditions mentioned below:-

1. You will have to submit an authentic proof regarding your date of birth and educational qualifications and two copies of passport size photograph while reporting on duty.
2. You will have to give one month's Salary in lieu of the notice to the management before resigning the job.
3. You are required to keep your original qualification certificates with the Institute during your contract employment as security in addition to one month's consolidated salary as security deposit to the Institute till you are officially relieved from your duties.
4. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
5. You will be on probation period of one year.
6. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex in his or her relationship with his or her colleagues and try to use the above considerations for improvement of his/her prospects.
7. You shall not refuse to carry out the decisions by the administrative and academic bodies and or functionaries of the Institute. Failure to comply shall be treated as insubordination.

1. The Director, MGM Con  
2. Accounts  
3. Personal File



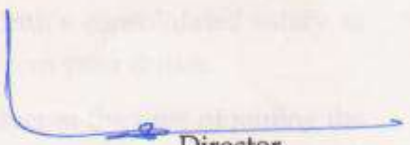
MAHATMA GANDHI MISSION

## COLLEGE OF NURSING

Junction of NH-4 and Sion Panvel Expressway, Sector-18, Kamothe, Navi Mumbai – 410 209  
022-27432783, 27437823, 65106006 Tele Fax: 91-22-27432783, Fax-91-22-27431094  
Email : mgm\_con@yahoo.co.in, Website : www.mgmmumbai.ac.in, www.mgmuhs.com


8. You should devote your whole time and attention to the duties of service under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Registrar or any other Officer of the University duly delegated with authority by the Vice Chancellor.
9. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services effective from the date from which you remain absent from duties.
10. Your services will be governed by the rules and regulations prescribed by MGM University of Health Sciences, Navi Mumbai.
11. Your services are transferable to any constituent institutions of MGM University of Health Sciences on any post equivalent to your qualifications.
12. The decision of Board of Management in regard to your service or any other matter shall be binding to you while you are in service in this institution.
13. Your appointment is subject to your medical fitness. You will present yourself for a medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.
14. In case you agree to the terms and conditions offered, you are required to return the duplicate copy of this letter duly signed immediately to the Registrar, MGM University of Health Sciences, Navi Mumbai.

  
Principal

  
Director

Name of Employee: Ms. Maria Preethi Mathew

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_

Signature: 

Copy with Compliments to:

1. The Director, MGM Trust
2. Accounts
3. Personal File.



## 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 Nursing

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/IUDN/25/06/17

Date. 23.06.2017

To,  
Ms. Padmaja Pramod Dhawale,  
301/'D' Wing, Sansakar Tower,  
Neelam Nagar, Gavanpada,  
Mulund (E), Mumbai – 81.

**Sub: Appointment to the post of Associate Professor/ Nursing Superintendent.**

**Dear Mrs. Padmaja Pramod Dhawale,**

We are pleased to inform that you are appointed as Associate Professor / Nursing Superintendent in MGM Institute's University Department of Nursing (MGMIUDN), under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary in the scale 15,600- 39,100 and the basic salary has been fixed at Rs. 17,040/- with AGP of Rs. 8,000/- and TA of Rs. 800/- per month. The total emolument comes to Rs.50,880/- (Rs. Fifty Thousand Eight Hundred & Eighty Only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will have to take additional responsibilities as Nursing Superintendent at MGM Medical College Hospital, Kamothe apart from your duties as Associate Professor at College of Nursing. You will have to report to Director, MGM Institute's University Department of Nursing and Medical Superintendent, MGM Hospital, Kamothe.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.



## 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 Nursing

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

Director

Name of Employee: Mrs. PADMAJA PRAMOD DHAWALE

I agree to the terms and conditions of the appointment order and will join the duties on or before

23 June 2017

Signature: Dhawale

Date: 23/06/2017

Copy with compliments to:

1. Registrar, MGM Institute of Health Sciences, Kamothe.
2. Accounts
3. Personal File





## MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/ /09/18

Date: 18.09.2018

To,  
Mrs. Jyoti Milind Chaudhari  
A-Wing, Room – 1504,  
15<sup>th</sup> Floor, Ananddham CHS Ltd,  
Opposite – Shivai Vidyamandir,  
H.D. Koparkar Marg, Nahur (E),  
Mumbai - 400042.

**Sub: Appointment to the post of Associate Professor.**

Dear Mrs. Jyoti Milind Chaudhari,

We are pleased to inform that, you are appointed as Associate Professor in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary in the scale 15,600 - 39,100 and the basic salary has been fixed at Rs. 19,120/- with DA @125 %, HRA@10%, TRA – Rs. 800/- and AGP of Rs. 8,000/-. The total emolument comes to Rs.64,532/- (Rs. Sixty Four Thousand Five Hundred and Thirty Two only) per month.
3. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe and Kalamboli / Community field as assigned by the Director apart from your duties of Associate Professor at College of Nursing.
4. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
5. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.

Continued.....



## MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

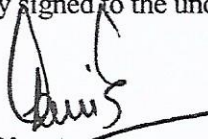
### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Director



Name of Employee: Jyoti Milind Chaudhari

I agree to the terms and conditions of the appointment order and will join the duties on or before

2<sup>nd</sup> Nov. 2018

Signature:  Date: 24/9/18

Copy with compliments to:

1. Registrar, MGM Institute of Health Sciences, Kamothe.
2. Accounts
3. Personal File



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed University u/s 3 of UGC Act, 1956)  
Grade 'A' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No.: MGM/NBCON/40/08/18

Date: 28.08.2018

To,  
Mrs. Vandana Kumbhar,  
Lecturer,  
MGM New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

**Sub: Promotion to the post of Associate Professor.**

Dear Mrs. Vandana Kumbhar,

This is with reference to your application and subsequent personal interview for the post of Associate Professor, conducted by a team of experts on 27.07.2018. We are extremely pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences has considered you suitable and approved for the post.

You have therefore been promoted to the post of Associate Professor on a salary scale 15600 - 39100 salary fixed @ 16152 + AGP 8000 with Gross Rs. 57,557/- with effect from 01.09.2018. All other terms and conditions of your appointment remain unchanged.

Congratulations and best wishes.

Dr. (Mrs.) Prabha K. Dasila  
Professor & Director





**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 Nursing**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/IUDN/33/10/16

Date: 25.10.2016

To,  
Ms. Vandana Kumbhar,  
Maatru Chaya, Plot No. 6,  
Sector – 1, RD No. 4,  
New Panvel.

**Sub: Appointment to the post of Lecturer.**

**Dear Ms. Vandana Kumbhar,**

We are pleased to inform that you are appointed as Lecturer in MGM Institute's University Department of Nursing (MGMIUDN), under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary in the scale 15,600 - 39,100 and the basic salary has been fixed at Rs. 16,152/- with DA @90%, HRA@10%, TRA – Rs. 800/- and AGP of Rs. 4,400/-. The total emolument comes to Rs.41, 904/- (Rs. Forty One Thousand Nine Hundred and Four) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe / Kalamboli as assigned by the Director, MGMIUDN apart from your duties of Lecturer at College of Nursing.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.



## 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 Nursing

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

Director

Name of Employee: Ms. Vandana Shankar Kumbhar

I agree to the terms and conditions of the appointment order and will join the duties on or before

6/12/16

Signature: [Handwritten Signature] Date: 6/12/16

Copy with compliments to:

1. Registrar, MGM Institute of Health Sciences, Kamothe.
2. Accounts
3. Personal File



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A++' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.

Ref No.: MGM/NBCON/3A/08/2024

Date: - 01.08.2024

**PROMOTION LETTER**

To,  
Dr. Sindhu Thomas  
Assistant Professor  
New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

**Dear Dr. Sindhu Thomas,**

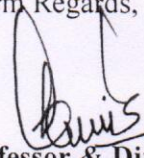
This is with reference to your application and subsequent personal interview for the post of Associate Professor, conducted by a team of experts on 21.08.2024. We are pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences, Kamothe has approved your promotion to the Post of **Associate Professor** at MGM New Bombay College of Nursing, Kamothe, Navi Mumbai on a salary scale of **Rs. 15600 - 39100 fixed at Rs. 20590 + AGP 6000** with effect 1<sup>st</sup> August 2024.

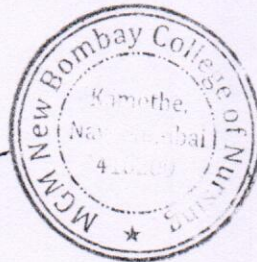
You will have to perform and fulfill all academic and clinical responsibilities as assigned to you at attached teaching hospitals by the Director, MGM New Bombay College of Nursing, Kamothe, Navi Mumbai.

We are pleased to inform you that, based upon your promotion to the higher position at college of nursing, you are included as part of team of teaching faculty performing **dual responsibilities** at the hospital. You are responsible for enhancing nursing services and patient care in Paediatric Intensive Care Unit (PICU) and Neonatal Intensive Care Unit (NICU). These responsibilities are comprehensive in nature and may change from time to time as per the need of the organization.

The other terms and conditions will remain the same as mentioned in your appointment letter.

Warm Regards,

  
Professor & Director





**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 Nursing**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/IUDN/33/05/17

Date: 29.04.2017

To,  
Ms. Sindhu Thomas  
Flat 201, Eden Palace,  
Sector 16A, Plot No. 16,  
Above SBI Bank, Off. Palm Beach Road,  
Sanpada, Navi Mumbai – 400705.

**Sub: Appointment to the post of Lecturer.**

Dear Ms. Sindhu Thomas,

We are pleased to inform you that your appointment to the post of Lecturer has been approved by Hon. Vice Chancellor on a salary scale of Rs. 15,600 – 39,100 salary fixed @ 15,600/- + AGP Rs. 4,400/- w.e.f 01.05.2017 under the terms and conditions mentioned in your previous Appointment letter no. MGM/NBCON/APPT/2009 dated 09.09.2009.

Dr. (Mrs.) Prabha K. Dasila

Professor & Director

Director  
MGM Institute's University Department of Nursing

Kamothe, Navi Mumbai - 410209



Received  
27/5/17



MAHATMA GANDHI MISSION'S  
**NEW BOMBAY COLLEGE OF NURSING**

Plot No. 35, Sector-3, Vashi, Navi Mumbai - 400 703

☎ : 2782 2235 / 2782 2036, Fax : 2782 2035

**Ref no: MGM/NBCON/APPT/2009**

**Date: 09.09.09**

To,  
Ms. Sindhu Thomas  
Veena Sales  
Kayamkulam, Alappey Dist,  
Kerala- 690 502.

Madam,

We have great pleasure in appointing you as "Tutor/ Clinical Instructor" in MGM's New Bombay College of Nursing, Vashi, w.e.f .01.11.09 on basic scale of Rs.6500-250-10,500-300-12800 with basic Rs.6500 + DA 41% + other allowances as admissible to the scale.

Your appointment is subject to the conditions mentioned below:-

1. Your appointment is subject to approval by MGM University of Health Sciences, 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.
2. You will have to submit to the Principal, MGM New Bombay College of Nursing, Vashi, Navi Mumbai authentic proof regarding your date of birth and educational qualifications and two copies of passport size photograph, while reporting on duty.
3. You will have to take up additional responsibility for infection control, supervision of staff nurses in the hospital and in service education program in MGM New Bombay Hospital Vashi, apart from your duties of Tutor/Clinical instructor at College of Nursing.
4. During your appointment, you will carry out duties assigned to you by the Principal, MGM's New Bombay College of Nursing, Vashi.
5. Your services are transferable to any of the institutions run by the Mahatma Gandhi Mission, in or outside the state of Maharashtra.





MAHATMA GANDHI MISSION'S  
**NEW BOMBAY COLLEGE OF NURSING**

Plot No. 35, Sector-3, Vashi, Navi Mumbai - 400 703

☎ : 2782 2235 / 2782 2036, Fax : 2782 2035

6. You will not divulge information collected during your tenure of employment to outside institutes/ organisations.
7. You will be on probation for one year, during the probation your services will be terminated by one month notice by either side.
8. A sum equivalent to one month's salary will be deducted from your salary in four instalments and will be kept as Security Deposit. This will be paid to you at the end of the service period.
9. 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.
10. You will have to open an account with Punjab National Bank Ltd., Vashi, to enable us to remit your salary.
11. Your appointment is subject to your medical fitness.
12. If you fail to join the duty on the day of appointment, your appointment order will be treated as cancelled.

**PRINCIPAL**

**DIRECTOR**



**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 Nursing**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai - 410 209.

Ref. No. : MGM/IUDN/12/05/17

Date: 02.05.2017

To,  
Mrs. Preeti Banerjee,  
Moraj Residency Building no.C-3,  
Kohinoor, Flat no. 203, Sector 16, Sanpada,  
Dist. Thane Navi-Mumbai  
Maharashtra 400705

**Sub: Appointment to the post of Lecturer.**

**Dear Mrs. Preeti Banerjee,**

We are pleased to inform that you are appointed as Lecturer / Assistant Nursing Superintendent in MGM Institute's University Department of Nursing (MGMIUDN), under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary in the scale 15,600 - 39,100 and the basic salary has been fixed at Rs. 15,600/- with DA @90%, HRA@10%, TRA - Rs. 800/- and AGP of Rs. 4400/-. The total emolument comes to Rs.40,800/- (Rs. Forty Thousand Eight Hundred Only)
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe / Kalamboli as assigned by the Director, MGMIUDN apart from your duties of Lecturer at College of Nursing.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.



**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 Nursing**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

Director

Name of Employee: Mrs. Preeti Banerjee

I agree to the terms and conditions of the appointment order and will join the duties on or before

15/05/17

Signature: [Handwritten Signature]

Date: 15/05/17

Copy with compliments to:

1. Registrar, MGM Institute of Health Sciences, Kamothe.
2. Accounts
3. Personal File



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A++' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.

Ref No.: MGM/NBCON/2A/08/2024

Date: - 01.08.2024

**PROMOTION LETTER**

To,  
Mrs. Anna Hima Thomas  
Assistant Professor  
New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

**Dear Mrs. Anna Hima Thomas,**

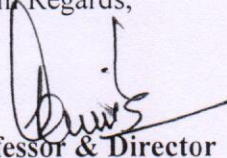
This is with reference to your application and subsequent personal interview for the post of Associate Professor, conducted by a team of experts on 21.08.2024. We are pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences, Kamothe has approved your promotion to the Post of **Associate Professor** at MGM New Bombay College of Nursing, Kamothe, Navi Mumbai on a salary scale of **Rs. 15600-39100 fixed at Rs. 15600 + AGP 6000** with effect 1<sup>st</sup> August 2024.

You will have to perform and fulfill all academic and clinical responsibilities as assigned to you at attached teaching hospitals by the Director, MGM New Bombay College of Nursing, Kamothe, Navi Mumbai

We are pleased to inform you that, based upon your promotion to the higher position at college of nursing, you are included as part of team of teaching faculty performing **dual responsibilities** at the hospital. You are responsible for enhancing nursing services and patient care in Peadiatric Ward including Thalassemia units, OPDs and Vaccination units. These responsibilities are comprehensive in nature and may change from time to time as per the need of the organization.

The other terms and conditions will remain the same as mentioned in your appointment letter.

Warm Regards,

  
Professor & Director





## 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 Nursing

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai - 410 209.

Ref. No. : MGM/IUDN/07/01/16

Date: 05.01.2016

To,  
Ms. Anna Hima Thomas  
Balaji Avenue, Room No. 202,  
Sector - 36, Plot No. - 30,  
Kamothe, Navi Mumbai - 410209.

#### Sub: Appointment to the post of Tutor.

Dear Ms. Anna Hima Thomas,

We are pleased to inform that you are hereby appointed as Tutor in MGM Institute's University Department of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated salary of Rs. 24,000/- (Rupees Twenty Four Thousand only) per month
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe and Kalamboli as assigned by the Principal apart from your duties of Tutor at College of Nursing.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.

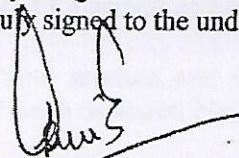


**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed University u/s 3 of UGC Act, 1956)  
Grade 'A' Accredited by NAAC

**MGM Institute's University Department of Nursing**  
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

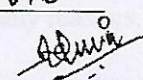
  
Principal



Name of Employee: Anna Hina Thomas

I agree to the terms and conditions of the appointment order and will join the duties on or before

04/01/2016

Signature: 

Date: 06/01/2016

Copy with compliments to:

1. Registrar, MGM Institute of Health Sciences, Kamothe.
2. Accounts
3. Personal File



**MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed to be University) Grade 'A++' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.

Ref No.: MGM/NBCON/4A/08/2024

Date: - 01.08.2024

**PROMOTION LETTER**

To,  
Mrs. Ferganzia Jubilson  
Assistant Professor  
New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

**Dear Mrs. Ferganzia Jubilson,**

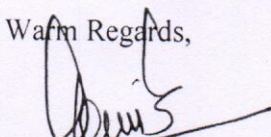
This is with reference to your application and subsequent personal interview for the post of Associate Professor, conducted by a team of experts on 21.08.2024. We are pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences, Kamothe has approved your promotion to the Post of **Associate Professor** at MGM New Bombay College of Nursing, Kamothe, Navi Mumbai on a salary scale of **Rs. 15600-39100 fixed at Rs. 15600 + AGP 6000** with effect 1<sup>st</sup> August 2024.

You will have to perform and fulfill all academic and clinical responsibilities as assigned to you at attached teaching hospitals by the Director, MGM New Bombay College of Nursing, Kamothe, Navi Mumbai.

We are happy to inform you that, based upon your promotion to the higher position at college of nursing, you are included in the team of teaching faculty performing **dual responsibilities** at the hospital. You are responsible for enhancing the nursing services and patient care in Emergency Department, Operation theaters and for coordination of AHA Stroke Certification documentations. These responsibilities are comprehensive in nature and may change from time to time as per the need of the organization.

The other terms and conditions will remain the same as mentioned in your appointment letter.

Warm Regards,

  
Professor & Director





## MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/15/10/18

Date: 05.10.2018

To,  
Mrs. Ferganzia Jubilson  
No.6, Jeyashree Mistry Chawl,  
Gamdevi Hill Road,  
Bhandup (W), Mumbai – 400078.

#### **Sub: Appointment to the post of Tutor.**

Dear Mrs. Ferganzia Jubilson,

We are pleased to inform that, you are appointed as Tutor in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated salary of Rs. 30,000/- (Rupees Thirty Thousand only) per month for a period of one year. Based on your satisfactory performance during the year, you will be placed on salary scale of 9300-34800 with AGP 4400 after successful completion of one year of service.
3. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe and Kalamboli as assigned by the Director apart from your duties of Tutor at College of Nursing.
4. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
5. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.

Continued.....





# MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

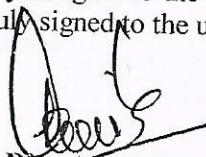
## MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Director



Name of Employee: Mrs. FERGANZIA JUBILSON

I agree to the terms and conditions of the appointment order and will join the duties on or before

05-10-2018

Signature:  Date: 05-10-2018

Copy with compliments to:

1. Accounts
2. Personal File



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A++' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.

Ref No.: MGM/NBCON/4B/08/2024

Date: - 01.08.2024

**PROMOTION LETTER**

To,  
Mrs. Sarika Nair  
Assistant Professor  
New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

**Dear Mrs. Sarika Nair,**

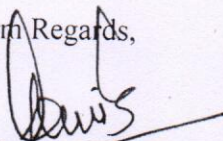
This is with reference to your application and subsequent personal interview for the post of Associate Professor, conducted by a team of experts on 21.08.2024. We are pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences, Kamothe has approved your promotion to the Post of **Associate Professor** at MGM New Bombay College of Nursing, Kamothe, Navi Mumbai on a salary scale of **Rs. 15600 - 39100 fixed at Rs. 16250 + AGP 6000** with effect 1<sup>st</sup> August 2024.

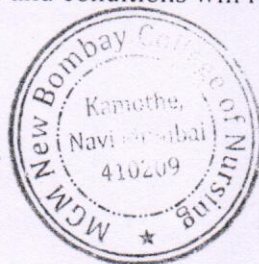
You will have to perform and fulfill all academic and clinical responsibilities as assigned to you at attached teaching hospitals by the Director, MGM New Bombay College of Nursing, Kamothe, Navi Mumbai.

We are happy to inform you that, based upon your promotion to higher position at college of nursing, you are included in the team of teaching faculty performing **dual responsibilities** at MGM Medical College Hospital Kamothe / Kalamboli, Navi Mumbai. You are responsible for enhancing nursing services and patient care in III floor intensive care units (MICU, SICU, CVTS ICU) and for coordination of AHA Chest Pain Certification documentation. These responsibilities are comprehensive in nature and may change from time to time as per the need of the organization.

The other terms and conditions will remain the same as mentioned in your appointment letter.

Warm Regards,

  
Professor & Director





## MGM INSTITUTE OF HEALTH SCIENCES

(DEEMED UNIVERSITY u/s of 3 UGC Act, 1956)

Post Box -6, MGM Educational Complex, Sector-18, Kamothe, Navi Mumbai

Tel 022-27422471, 022-27421994, Fax 022 - 27420320

Website : [www.mgmuhs.com](http://www.mgmuhs.com) E-mail : [mgmuniversity@yahoo.co.in](mailto:mgmuniversity@yahoo.co.in)

MGMIHS/Admin/App/2011/ 105/1362

21<sup>st</sup> November, 2011

To

✓ Ms. Sarika Sukesh Nair,  
Flat No-Ashwathi CHS.  
Hanuman Nagar  
Kalyan (East).

**Sub: Appointment to the post of Tutor cum Clinical Instructor.**

Dear Ms. Sarika Sukesh Nair,

We are pleased to inform that you are hereby appointed as **Tutor cum Clinical Instructor in MGM New Bombay College of Nursing, Vashi** under MGM Institute of Health Sciences, Navi Mumbai on a consolidated salary of ₹ 20,000/- ( ₹ Twenty Thousand) per month for a period of one year from the date of joining your duties, purely on temporary basis under the control of Principal, New Bombay College of Nursing, Vashi.

Your appointment is subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management.
2. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
3. You will have to submit an authentic proof regarding your date of birth and educational qualifications and two copies of passport size photographs, while reporting on duty.
4. You will have to give one month's salary in lieu of the notice to the Management before resigning the job.

5. You are required to keep original copies of your qualification certificates with the Institute during your contract employment as security in addition to one month's consolidated salary as security deposit with the Institute till you are officially relieved from your duties.
6. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
7. During your contract period, You will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances, since your appointment is purely on temporary basis and You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind whatsoever to which the workmen/employees governed by Industrial Dispute Act or any other labour legislation are entitled, on the ground that this employment is purely on contract.
8. You shall not be indulging in any communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
9. You will have hospital responsibilities at least four hours a day as per INC norms. You shall not refuse to carry out the decisions by the authorities and or functionaries of the Institute. Failure to comply shall be treated as insubordination.
10. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the Institution.
11. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your college.
12. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.

13. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
14. Your services are transferable to any constituent institutions of MGM University of Health Sciences on any equivalent post.
15. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this Institution.
16. Your appointment is subject to your medical fitness. You will present yourself for a medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.
17. In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed immediately to the Registrar, MGM Institute of Health Sciences, Navi Mumbai through Principal, MGM New Bombay College of Nursing, Vashi.

  
Registrar

Name of Employee: Mrs. SARIKA SUKESH NAIR

I agree to the terms and conditions of this appointment order and will join the duties on or before  
6/1/2012.

Signature: 

Copy with Compliments to:

Principal, MGM New Bombay College of Nursing, Vashi



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/28/10/2020

Date:- 01/10/2020

To,  
Mrs. Sivakamasundari. P  
A-26, Quarters,  
AYJNIHH Campus,  
K. C. Marg., Reclamation,  
Bandra-West, Mumbai – 400 050.

**Sub: Appointment to the post of Assistant Professor/ Assistant Nursing Superintendent.**

Dear Mrs. Sivakamasundari P.

We are pleased to inform that, you are appointed as Assistant Professor/ Assistant Nursing Superintendent in MGM New Bombay College of Nursing, a constituent unit of MGM Institute of Health Sciences, Navi Mumbai. Kindly note that this appointment is as per “dual role” guidelines notified by INC vide its notification no. F.No1-5/2018-INC dated April 24, 2019. The said appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated monthly salary of Rs. 37000/- (Rupees Thirty Seven Thousand only) for a period of one year from date of Joining. Based on your satisfactory performance during the year and annual performance appraisal, you will be placed on salary scale as applicable.
3. You will have to perform and fulfill all clinical responsibilities as assigned to you at attached teaching hospitals by the Principal, MGM New Bombay College of Nursing in collaboration with Nursing Superintendent and Hospital Director, MGM Hospital, Kamothe / Kalamboli apart from your teaching duties at College of Nursing.
4. Under dual role appointment, your teaching/education and clinical duties are broadly specified in the attached sheet with this appointment letter. These are comprehensive in nature and may change from time to time as per the need of the organization.
5. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while joining.
6. You are required to deposit one month's salary as security deposit with the institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. If you wish to leave the institution anytime after joining, you need to serve **three months** advance notice to the head of the institution, failing which not only your security deposit will be forfeited by institute but also you will have to deposit an amount equal to the two months' salary.
8. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
9. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai - 410 209.

10. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
11. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
12. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
13. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
14. You should devote your whole time and attention to your duties under this appointment order and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
15. Your unsanctioned absence from duty will be treated as a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
16. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
17. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
18. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
19. Your appointment is subject to your medical fitness for which you need to present yourself for medical examination at MGM Hospital, Kamothe, Navi Mumbai on the scheduled date and time.

In case you agree to the terms and conditions offered as above, you are required to return the second copy of this letter duly signed to the undersigned.

Principal DIRECTOR  
MGM New Bombay College of Nursing  
Kamothe, Navi Mumbai - 410209

Dr. Rajesh B. Goel  
Registrar

MGM Institute of Health Sciences  
Navi Mumbai - 410209

I agree to the terms and conditions of the appointment order and will join the duties on or before

01/10/2020

Signature: [Signature]

Date: 10/01/2020

M 0 Year  
10/01/2020

Copy with compliments to:

1. Accounts
2. Personal File

## JOB DESCRIPTION

### ASSISTANT PROFESSOR / ASSISTANT NURSING SUPERINTENDENT

#### Nursing Service

- Responsible for patient care in the assigned area
- Conducts supervisory rounds in the assigned units
- Supervise and guides all Senior nursing Officers/Ward In charges under her Unit
- Solves problems of matters related to patient care
- Approves the duty roasters prepared by Senior nursing Officers/Ward in charges
- Reviews the reports of each shift of all units prepared by SNO.
- Ensures adequate supplies and equipment's in the assigned units
- Performs periodical audit of stock drugs, equipment ,lifesaving equipment's
- Plans and conducts ward meetings
- Investigates complaints/grievances if any.
- Conducts department induction , in-service education /Incidental teaching to nurses
- Acts as liaison between DNS and Senior nursing Officers/Ward In charges
- Conducts performance appraisal of all Senior nursing Officers/Ward In charges
- Reports to DNS for all matters related to Patient care

#### Education

- Participates in curriculum implementation in college
- Identifies learning needs of staff and students
- Conducts supervisory rounds for students for the purpose of bedside teaching
- Responsible to HOD's of Department College of nursing for all academic responsibilities allotted to her.



Dr. Rajesh B. Goel  
Registrar  
MGM Institute of Health Sciences  
Navi Mumbai - 410209





**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A++' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.

Ref No.: MGM/NBCON/~~AB~~/08/2024

Date: - 01.08.2024

**PROMOTION LETTER**

To,  
Mrs. Sanjukta Mohanty  
Tutor  
New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

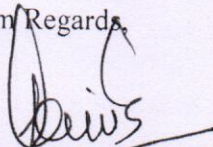
**Dear Mrs. Sanjukta Mohanty,**

This is with reference to your application and subsequent personal interview for the post of Assistant Professor, conducted by a team of experts on 21.08.2024. We are pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences, has approved your promotion to the Post of **Assistant Professor** at MGM New Bombay College of Nursing, Kamothe, Navi Mumbai on a salary scale of **Rs. 9300 - 34800 fixed at Rs. 12140 + AGP 5400** with effect 1<sup>st</sup> August 2024.

You will have to perform and fulfill all academic and clinical responsibilities as assigned to you at attached teaching hospitals by the Director, MGM New Bombay College of Nursing, Kamothe, Navi Mumbai.

The other terms and conditions will remain the same as mentioned in your appointment letter.

Warm Regards,

  
Professor & Director





## MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/17/10/18

Date: 05.10.2018

To,  
Mrs. Sanjukta Bibhu Mohanty,  
Flat No. A/2 – 201, Pushpanarayan Complex,  
Dewat, Panvel.

#### **Sub: Appointment to the post of Tutor.**

Dear Mrs. Sanjukta Mohanty,

We are pleased to inform that, you are appointed as Tutor in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated salary of Rs. 27,000/- (Rupees Twenty Seven Thousand only) per month for a period of one year. Based on your satisfactory performance during the year, you will be placed on salary scale of 5200-20200 basic scale @ 9020 with AGP 2800 after successful completion of one year of service.
3. You will have to take additional responsibilities in MGM Medical College Hospital at Kamothe and Kalamboli as assigned by the Director apart from your duties of Tutor at College of Nursing.
4. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
5. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.

Continued.....



## MGM INSTITUTE OF HEALTH SCIENCES

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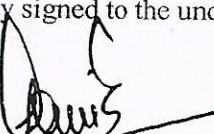
### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Director

Name of Employee: Mrs. Sanjucta Bibhu Mohanty.

I agree to the terms and conditions of the appointment order and will join the duties on or before

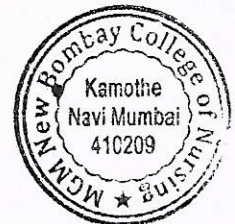
4.10.18

Signature: S.M.

Date: 4.10.18

Copy with compliments to:

1. Accounts
2. Personal File





**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/3/10/2020

Date:-01/10/2020

To,  
Mrs. Snehal Lakade  
JN3/BLD NO-27, Room No-3,  
Panchasheel Apts, Sector-9,  
Vashi, Navi Mumbai – 400703.

**Sub: Appointment to the post of Sr. Tutor / Charge Nurse.**

Dear Mrs. Snehal Lakade

We are pleased to inform that, you are appointed as Sr. Tutor / Charge Nurse in MGM New Bombay College of Nursing, a constituent unit of MGM Institute of Health Sciences, Navi Mumbai. Kindly note that this appointment is as per “dual role” guidelines notified by INC vide its notification no. F.No1-5/2018-INC dated April 24, 2019. The said appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated monthly salary of Rs. 28000/- (Rupees Twenty Eight Thousand only) for a period of one year from date of Joining. Based on your satisfactory performance during the year and annual performance appraisal, you will be placed on salary scale as applicable.
3. You will have to perform and fulfill all clinical responsibilities as assigned to you at attached teaching hospitals by the Principal, MGM New Bombay College of Nursing in collaboration with Nursing Superintendent and Hospital Director, MGM Hospital, Kamothe / Kalamboli apart from your teaching duties at College of Nursing.
4. Under dual role appointment, your teaching/education and clinical duties are broadly specified in the attached sheet with this appointment letter. These are comprehensive in nature and may change from time to time as per the need of the organization.
5. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while joining.
6. You are required to deposit one month's salary as security deposit with the institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. If you wish to leave the institution anytime after joining, you need to serve **three months** advance notice to the head of the institution, failing which not only your security deposit will be forfeited by institute but also you will have to deposit an amount equal to the two months' salary.
8. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
9. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A' Accredited by NAAC

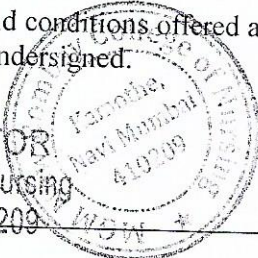
**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

10. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
11. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
12. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
13. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
14. You should devote your whole time and attention to your duties under this appointment order and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
15. Your unsanctioned absence from duty will be treated as a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
16. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
17. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
18. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
19. Your appointment is subject to your medical fitness for which you need to present yourself for medical examination at MGM Hospital, Kamothe, Navi Mumbai on the scheduled date and time.

In case you agree to the terms and conditions offered as above, you are required to return the second copy of this letter duly signed to the undersigned.

**PROF. J. S. DIXIT**  
Principal  
MGM New Bombay College of Nursing  
Name of Employee: \_\_\_\_\_  
Kamothe, Navi Mumbai - 410209



**Dr. Rajesh B. Goel**  
Registrar  
MGM Institute of Health Sciences  
Navi Mumbai - 410209

I agree to the terms and conditions of the appointment order and will join the duties on or before

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

Date: 01/10/2020

Copy with compliments to:

1. Accounts
2. Personal File

## JOB DESCRIPTION

### TUTOR /SENIOR NURSING OFFICER/ CHARGE NURSE

#### Nursing service:

- Assists in the admission and discharge of patients
- Implements treatment plan , investigations and any other procedures
- Ensures proper documentation and audit records in the unit.
- Coordinates patient care with other departments
- Prepares work assignment for Staff on daily basis
- Prepares staff duty rota
- Manages inventory and indent of the ward
- Supervises stock registers and inventories.
- Conducts departmental induction, in-service education to staff nurses.
- Prepares daily census for their ward
- Maintains shift wise nursing hand over report of the ward.
- Reports to ANS for all matters related to Patient care

#### Nursing Education:

- Prepares patient assignments for students
- Guides and Supervises the care provided by the students
- Demonstrates basic patient care procedures to students
- Evaluates the procedures performed by students.
- Responsible to HOD's of Department College of nursing for all academic responsibilities allotted to her.



PROFESSOR & DIRECTOR  
MGM New Bombay College of Nursing  
Kamothe, Navi Mumbai - 410209



Dr. Rajesh B. Goel  
Registrar  
MGM Institute of Health Sciences  
Navi Mumbai - 410209





**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A++' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.

Ref No.: MGM/NBCON~~7B~~/08/2024

Date: - 01.08.2024

**PROMOTION LETTER**

To,  
Mrs. Punam Rane  
Tutor  
New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

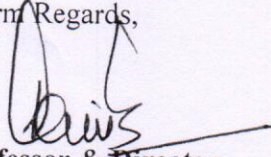
**Dear Mrs. Punam Rane,**

This is with reference to your application and subsequent personal interview for the post of Assistant Professor, conducted by a team of experts on 21.08.2024. We are pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences, Kamothe has approved your promotion to the Post of **Assistant Professor** at MGM New Bombay College of Nursing, Kamothe, Navi Mumbai on a salary scale of **Rs. 9300 - 34800 fixed at Rs. 12140 + AGP 5400** with effect 1<sup>st</sup> August 2024.

You will have to perform and fulfill all academic and clinical responsibilities as assigned to you at attached teaching hospitals by the Director, MGM New Bombay College of Nursing, Kamothe, Navi Mumbai.

The other terms and conditions will remain the same as mentioned in your appointment letter.

Warm Regards,

  
Professor & Director





**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/32-10/2020

Date:-01/10/2020

To,  
Ms. Rane Punam Prabhakar  
House No 849, Kankavli  
Tarandale Bharani Road,  
Kalmath, State Bank Coloni  
Tal: - Kankavli, Dist: - Singdhurg

**Sub: Appointment to the post of Sr. Tutor / Charge Nurse.**

Dear Ms. Rane Punam Prabhakar

We are pleased to inform that, you are appointed as Sr. Tutor / Charge Nurse in MGM New Bombay College of Nursing, a constituent unit of MGM Institute of Health Sciences, Navi Mumbai. Kindly note that this appointment is as per "dual role" guidelines notified by INC vide its notification no. F.No1-5/2018-INC dated April 24, 2019. The said appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated monthly salary of Rs. 28000/- (Rupees Twenty Eight Thousand only) for a period of one year from date of Joining. Based on your satisfactory performance during the year and annual performance appraisal, you will be placed on salary scale as applicable.
3. You will have to perform and fulfill all clinical responsibilities as assigned to you at attached teaching hospitals by the Principal, MGM New Bombay College of Nursing in collaboration with Nursing Superintendent and Hospital Director, MGM Hospital, Kamothe / Kalamboli apart from your teaching duties at College of Nursing.
4. Under dual role appointment, your teaching/education and clinical duties are broadly specified in the attached sheet with this appointment letter. These are comprehensive in nature and may change from time to time as per the need of the organization.
5. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while joining.
6. You are required to deposit one month's salary as security deposit with the institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. If you wish to leave the institution anytime after joining, you need to serve **three months** advance notice to the head of the institution, failing which not only your security deposit will be forfeited by institute but also you will have to deposit an amount equal to the two months' salary.
8. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
9. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.





# MGM INSTITUTE OF HEALTH SCIENCES

(Deemed to be University) Grade 'A' Accredited by NAAC

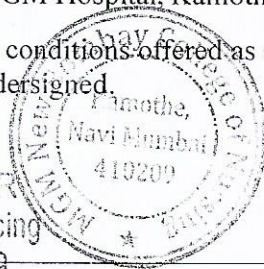
## MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai - 410 209.

10. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
11. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
12. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
13. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
14. You should devote your whole time and attention to your duties under this appointment order and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
15. Your unsanctioned absence from duty will be treated as a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
16. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
17. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
18. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
19. Your appointment is subject to your medical fitness for which you need to present yourself for medical examination at MGM Hospital, Kamothe, Navi Mumbai on the scheduled date and time.

In case you agree to the terms and conditions offered as above, you are required to return the second copy of this letter duly signed to the undersigned.

Principal  
MGM New Bombay College of Nursing  
Name of Employee:  
Kamothe, Navi Mumbai - 410209



Registrar  
**Dr. Rajesh B. Goel**

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_  
MGM Institute of Health Sciences  
Navi Mumbai - 410209

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

Date: 11/10/2020

Copy with compliments to:

1. Accounts
2. Personal File

**JOB DESCRIPTION**  
**TUTOR /SENIOR NURSING OFFICER/ CHARGE NURSE**

**Nursing service:**

- Assists in the admission and discharge of patients
- Implements treatment plan , investigations and any other procedures
- Ensures proper documentation and audit records in the unit.
- Coordinates patient care with other departments
- Prepares work assignment for Staff on daily basis
- Prepares staff duty rota
- Manages inventory and indent of the ward
- Supervises stock registers and inventories.
- Conducts departmental induction, in-service education to staff nurses.
- Prepares daily census for their ward
- Maintains shift wise nursing hand over report of the ward.
- Reports to ANS for all matters related to Patient care

**Nursing Education:**


- Prepares patient assignments for students
- Guides and Supervises the care provided by the students
- Demonstrates basic patient care procedures to students
- Evaluates the procedures performed by students.
- Responsible to HOD's of Department College of nursing for all academic responsibilities allotted to her.



**PROFESSOR & DIRECTOR**  
MGM New Bombay College of Nursing  
Kamothe, Navi Mumbai - 410209



**Dr. Rajesh B. Goel**  
Registrar  
MGM Institute of Health Sci  
Navi Mumbai - 410209





**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A++' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.

Ref No.: MGM/NBCON/08/2024

Date: - 01.08.2024

**PROMOTION LETTER**

To,  
Mrs. Smruti Parkar  
Tutor  
New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

**Dear Mrs. Smruti Parkar,**

This is with reference to your application and subsequent personal interview for the post of Assistant Professor, conducted by a team of experts on 21.08.2024. We are pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences, Kamothe has approved your promotion to the Post of **Assistant Professor** at MGM New Bombay College of Nursing, Kamothe, Navi Mumbai on a salary scale of **Rs. 9300 - 34800 fixed at Rs. 11670 + AGP 5400** with effect 1<sup>st</sup> August 2024.

You will have to perform and fulfill all academic and clinical responsibilities as assigned to you at attached teaching hospitals by the Director, MGM New Bombay College of Nursing, Kamothe, Navi Mumbai.

The other terms and conditions will remain the same as mentioned in your appointment letter.

Warm Regards,

**Professor & Director**





**MGM INSTITUTE OF HEALTH SCIENCES**  
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**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/10/2021

Date:- 01.10.2021

To,  
Ms. Smruti Parkar  
A-501, Om Shivam Residency,  
Plot No. 8 A & 9,  
Sector – 17, Kamothe,  
Navi Mumbai – 410 209.

**Sub: Appointment to the post of Sr. Tutor/ Charge Nurse.**

Dear Ms. Smruti Parkar,

We are pleased to inform that, you are appointed as Sr. Tutor/ Charge Nurse in MGM New Bombay College of Nursing, a constituent unit of MGM Institute of Health Sciences, Navi Mumbai. Kindly note that this appointment is as per "dual role" guidelines notified by INC vide its notification no. F.No1-5/2018-INC dated April 24, 2019. The said appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated salary of Rs. 29,000/- (Rupees Twenty Nine Thousand only) per month for a period of one year. Based on your satisfactory performance during the year, you will be placed on salary scale of Rs.5200 to 20200 fixed at Rs. 9010 + AGP 2800 applicable after successful completion of one year based on satisfactory performance.
3. You will have to perform and fulfill all clinical responsibilities as assigned to you at attached teaching hospitals by the Principal, MGM New Bombay College of Nursing in collaboration with Nursing Superintendent and Hospital Director, MGM Hospital, Kamothe / Kalamboli apart from your teaching duties at College of Nursing.
4. Under dual role appointment, your teaching/education and clinical duties are broadly specified in the attached sheet with this appointment letter. These are comprehensive in nature and may change from time to time as per the need of the organization.
5. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while joining.
6. You are required to deposit one month's salary as security deposit with the institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. If you wish to leave the institution anytime after joining, you need to serve **three months** advance notice to the head of the institution, failing which not only your security deposit will be forfeited by institute but also you will have to deposit an amount equal to the two months' salary.
8. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
9. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.



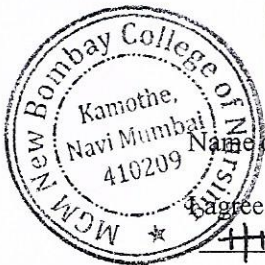
**MGM INSTITUTE OF HEALTH SCIENCES**  
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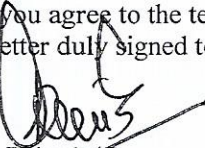
**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.


10. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
11. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
12. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
13. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
14. You should devote your whole time and attention to your duties under this appointment order and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
15. Your unsanctioned absence from duty will be treated as a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
16. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
17. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
18. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
19. Your appointment is subject to your medical fitness for which you need to present yourself for medical examination at MGM Hospital, Kamothe, Navi Mumbai on the scheduled date and time.

In case you agree to the terms and conditions offered as above, you are required to return the second copy of this letter duly signed to the undersigned.



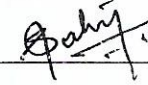
  
Principal

Name of Employee: Ms. Smruti V. Parkar

  
Dr. Rajesh B. Goel  
Registrar  
MGM Institute of Health Sciences  
Navi Mumbai - 410209

I agree to the terms and conditions of the appointment order and will join the duties on or before

~~11/10/2021~~ 8/11/2021

Signature: 

Date: 1/10/2021

Copy with compliments to:

3. Accounts
4. Personal File



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A++' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.

Ref No.: MGM/NBCON/6A/08/2024

Date: - 01.08.2024

**PROMOTION LETTER**

To,  
Mrs. Manisha Sawant  
Tutor  
New Bombay College of Nursing,  
Kamothe, Navi Mumbai.

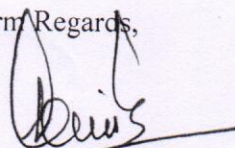
**Dear Mrs. Manisha Sawant,**

This is with reference to your application and subsequent personal interview for the post of Assistant Professor, conducted by a team of experts on 21.08.2024. We are pleased to inform you that, Hon. Vice Chancellor, MGM Institute of Health Sciences, Kamothe has approved your promotion to the Post of **Assistant Professor** at MGM New Bombay College of Nursing, Kamothe, Navi Mumbai on a salary scale of **Rs. 9300 - 34800 fixed at Rs. 11670 + AGP 5400** with effect 1<sup>st</sup> August 2024.

You will have to perform and fulfill all academic and clinical responsibilities as assigned to you at attached teaching hospitals by the Director, MGM New Bombay College of Nursing, Kamothe, Navi Mumbai.

The other terms and conditions will remain the same as mentioned in your appointment letter.

Warm Regards,

  
Professor & Director





**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) **Grade 'A' Accredited by NAAC**

**MGM NEW BOMBAY COLLEGE OF NURSING**  
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/18/10/2021

Date:- 01.10.2021

To,  
Ms. Manisha Sawant  
Flat No – 202, Tulsi Residency,  
Plot No- W93 to W95, Sector 19/20  
CBD Belapur, Navi Mumbai – 400614.

**Sub: Appointment to the post of Sr. Tutor/ Charge Nurse**

Dear Ms. Manisha Sawant,

We are pleased to inform that, you are appointed as Sr. Tutor/ Charge Nurse in MGM New Bombay College of Nursing, a constituent unit of MGM Institute of Health Sciences, Navi Mumbai. Kindly note that this appointment is as per "dual role" guidelines notified by INC vide its notification no. F.No1-5/2018-INC dated April 24, 2019. The said appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid on salary scale of Rs.5200-20200 fixed at Rs. 9370 + AGP 2800.
3. You will have to perform and fulfill all clinical responsibilities as assigned to you at attached teaching hospitals by the Principal, MGM New Bombay College of Nursing in collaboration with Nursing Superintendent and Hospital Director, MGM Hospital, Kamothe / Kalamboli apart from your teaching duties at College of Nursing.
4. Under dual role appointment, your teaching/education and clinical duties are broadly specified in the attached sheet with this appointment letter. These are comprehensive in nature and may change from time to time as per the need of the organization.
5. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while joining.
6. You are required to deposit one month's salary as security deposit with the institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. If you wish to leave the institution anytime after joining, you need to serve **three months** advance notice to the head of the institution, failing which not only your security deposit will be forfeited by institute but also you will have to deposit an amount equal to the two months' salary.
8. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
9. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.



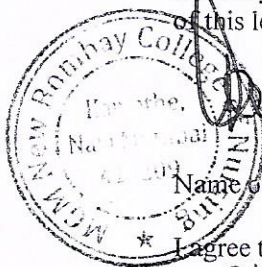
**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

10. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
11. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
12. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
13. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
14. You should devote your whole time and attention to your duties under this appointment order and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
15. Your unsanctioned absence from duty will be treated as a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
16. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
17. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
18. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
19. Your appointment is subject to your medical fitness for which you need to present yourself for medical examination at MGM Hospital, Kamothe, Navi Mumbai on the scheduled date and time.

In case you agree to the terms and conditions offered as above, you are required to return the second copy of this letter duly signed to the undersigned.



Principal

Name of Employee: Mrs. Mamisha V. Sawant.

Dr. Rajesh B. Goel  
Registrar

MGM Institute of Health Sciences  
Navi Mumbai - 410209

I agree to the terms and conditions of the appointment order and will join the duties on or before

01/10/2021.

Signature: M Sawant

Date: 01/10/2021

Copy with compliments to:

1. Accounts
2. Personal File





**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) **Grade 'A++' Accredited by NAAC**  
**MGM NEW BOMBAY COLLEGE OF NURSING**  
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/35A/10/2023

Date:-23/10/2023

To,  
Ms. Bandarkar Mehrosh Yusuf Mumtaz  
At Post- Dahiwali,  
Taluka- Mangaon,  
District- Raigad,  
Maharashtra, 402117

**Sub: Appointment to the post of Tutor/ Clinical Instructor.**

Dear Ms. Bandarkar Mehrosh Yusuf Mumtaz,

We are pleased to inform that, you are appointed as Tutor / Clinical Instructor in MGM New Bombay College of Nursing, a constituent unit of MGM Institute of Health Sciences, Navi Mumbai. Kindly note that this appointment is as per "dual role" guidelines notified by INC vide its notification no. F.No1-5/2018-INC dated April 24, 2019. The said appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated monthly salary of Rs. 33000/- (Rupees Thirty-Three Thousand only) for a period of one year from date of Joining. Based on your satisfactory performance during the year and annual performance appraisal, you will be placed on salary scale as applicable.
3. You will have to perform and fulfill all clinical responsibilities as assigned to you at attached teaching hospitals by the Principal, MGM New Bombay College of Nursing in collaboration with Nursing Superintendent and Hospital Director, MGM Hospital, Kamothe / Kalamboli apart from your teaching duties at College of Nursing.
4. Under dual role appointment, your teaching/education and clinical duties are broadly specified in the attached sheet with this appointment letter. These are comprehensive in nature and may change from time to time as per the need of the organization.
5. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while joining.
6. You are required to deposit one month's salary as security deposit with the institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. If you wish to leave the institution any time after joining, you need to serve **three months** advance notice to the head of the institution, failing which not only your security deposit will be forfeited by institute but also you will have to deposit an amount equal to the two months' salary.
8. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
9. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.

Conti....



## MGM INSTITUTE OF HEALTH SCIENCES

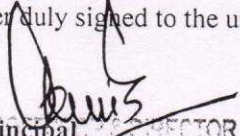
(Deemed to be University) Grade 'A++' Accredited by NAAC


### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.


10. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
11. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
12. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
13. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
14. You should devote your whole time and attention to your duties under this appointment order and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
15. Your unsanctioned absence from duty will be treated as a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
16. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
17. Your contract of services may be renewed on successful completion of one-year subject to approval of Board of Management.
18. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
19. Your appointment is subject to your medical fitness for which you need to present yourself for medical examination at MGM Hospital, Kamothe, Navi Mumbai on the scheduled date and time.

In case you agree to the terms and conditions offered as above, you are required to return the second copy of this letter duly signed to the undersigned.

  
Principal  
MGM Institute of Health Sciences  
College of Nursing  
Name of Employee: Ms. Mehrosh Y Bandarkar  
Kamothe, Navi Mumbai - 410 209.

  
Registrar  
Dr. Rajesh B. Goel  
Registrar

I agree to the terms and conditions of the appointment order and will join the duties on or before  
23.10.23  
MGM Institute of Health Sciences  
(Deemed University U/S 3 of UGC Act, 1956)  
Navi Mumbai- 410 209

Signature: 

Date: 23.10.23

Copy with compliments to:

1. Accounts
2. Personal File

## JOB DESCRIPTION

### TUTOR /SENIOR NURSING OFFICER/ CHARGE NURSE

#### Nursing service:

- Assists in the admission and discharge of patients
- Implements treatment plan, investigations and any other procedures
- Ensures proper documentation and audit records in the unit.
- Coordinates patient care with other departments
- Prepares work assignment for Staff on daily basis
- Prepares staff duty rota
- Manages inventory and indent of the ward
- Supervises stock registers and inventories.
- Conducts departmental induction, in-service education to staff nurses.
- Prepares daily census for their ward
- Maintains shift wise nursing hand over report of the ward.
- Reports to ANS for all matters related to Patient care

#### Nursing Education:

- Prepares patient assignments for students
- Guides and Supervises the care provided by the students
- Demonstrates basic patient care procedures to students
- Evaluates the procedures performed by students.
- Responsible to HOD's of Department College of nursing for all academic responsibilities allotted to her.

  
23.10.23



# MGM INSTITUTE OF HEALTH SCIENCES

(Deemed to be University) Grade 'A++' Accredited by NAAC

## MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/25/11/2023

Date:- 01.11.2023

To,  
Mrs. Karlekar Tejal Mukesh  
Flat No – 301, Guru Sankalp CHS,  
Plot No. 31, Sector -1E,  
Kalamboli Node, Navi Mumbai – 410 218.

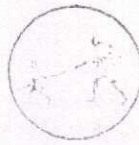
### Sub: Appointment to the post of Tutor/ Clinical Instructor

Dear Mrs. Karlekar Tejal Mukesh ,

We are pleased to inform that, you are appointed as Tutor/ Clinical Instructor in MGM New Bombay College of Nursing, a constituent unit of MGM Institute of Health Sciences, Navi Mumbai. Kindly note that this appointment is as per “dual role” guidelines notified by INC vide its notification no. F.No1-5/2018-INC dated April 24, 2019. The said appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated monthly salary of Rs. 32,000/- (Rupees Thirty-Two Thousand only) for a period of one year from date of Joining. Based on your satisfactory performance during the year and annual performance appraisal, you will be placed on salary scale as applicable.
3. You will have to perform and fulfill all clinical responsibilities as assigned to you at attached teaching hospitals by the Principal, MGM New Bombay College of Nursing in collaboration with Nursing Superintendent and Hospital Director, MGM Hospital, Kamothe / Kalamboli apart from your teaching duties at College of Nursing.
4. Under dual role appointment, your teaching/education and clinical duties are broadly specified in the attached sheet with this appointment letter. These are comprehensive in nature and may change from time to time as per the need of the organization.
5. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while joining.
6. You are required to deposit one month's salary as security deposit with the institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. If you wish to leave the institution anytime after joining, you need to serve **three months** advance notice to the head of the institution, failing which not only your security deposit will be forfeited by institute but also you will have to deposit an amount equal to the two months' salary.
8. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
9. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.

Conti....



# MGM INSTITUTE OF HEALTH SCIENCES

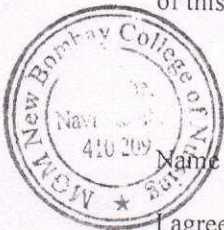
(Deemed to be University) Grade 'A++' Accredited by NAAC

## MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.

10. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
11. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
12. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
13. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
14. You should devote your whole time and attention to your duties under this appointment order and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
15. Your unsanctioned absence from duty will be treated as a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
16. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
17. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
18. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
19. Your appointment is subject to your medical fitness for which you need to present yourself for medical examination at MGM Hospital, Kamothe, Navi Mumbai on the scheduled date and time.

In case you agree to the terms and conditions offered as above, you are required to return the second copy of this letter duly signed to the undersigned.



Principal

Registrar

Dr. Rajesh B. Gaei

Registrar

Name of Employee: Mrs. Tejal Mukesh Karlekar

I agree to the terms and conditions of the appointment order and will join the duties on or before

11/12/2023

MGM Institute of Health Sciences  
(Deemed University as per UGC Act, 1956)  
Navi Mumbai- 410 209

Signature:

Date: 11/12/2023

Copy with compliments to:

1. Accounts
2. Personal File

## **JOB DESCRIPTION**

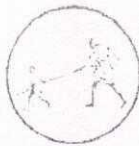
### **TUTOR /SENIOR NURSING OFFICER/ CHARGE NURSE**

#### **Nursing service:**

- Assists in the admission and discharge of patients
- Implements treatment plan, investigations and any other procedures
- Ensures proper documentation and audit records in the unit.
- Coordinates patient care with other departments
- Prepares work assignment for Staff on daily basis
- Prepares staff duty rota
- Manages inventory and indent of the ward
- Supervises stock registers and inventories.
- Conducts departmental induction, in-service education to staff nurses.
- Prepares daily census for their ward
- Maintains shift wise nursing hand over report of the ward.
- Reports to ANS for all matters related to Patient care

#### **Nursing Education:**

- Prepares patient assignments for students
- Guides and Supervises the care provided by the students
- Demonstrates basic patient care procedures to students
- Evaluates the procedures performed by students.
- Responsible to HOD's of Department College of nursing for all academic responsibilities allotted to her.



# MGM INSTITUTE OF HEALTH SCIENCES

(Deemed to be University) Grade 'A++' Accredited by NAAC

## MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON~~244~~/11/2023

Date:- 01.11.2023

To,  
Mrs. Mokal Ankita Bhavesh  
495 - Shree Samarath Krupa Nivas,  
Vadgaon, New Vasahat, Jirne Road,  
Pen, Raigad – 402 107

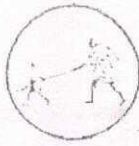
### Sub: Appointment to the post of Tutor/ Clinical Instructor

Dear Mrs. Mokal Ankita Bhavesh,

We are pleased to inform that, you are appointed as Tutor/ Clinical Instructor in MGM New Bombay College of Nursing, a constituent unit of MGM Institute of Health Sciences, Navi Mumbai. Kindly note that this appointment is as per "dual role" guidelines notified by INC vide its notification no. F.No.1-5/2018-INC dated April 24, 2019. The said appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated monthly salary of Rs. 33,000/- (Rupees Thirty-Three Thousand only) for a period of one year from date of Joining. Based on your satisfactory performance during the year and annual performance appraisal, you will be placed on salary scale as applicable.
3. You will have to perform and fulfill all clinical responsibilities as assigned to you at attached teaching hospitals by the Principal, MGM New Bombay College of Nursing in collaboration with Nursing Superintendent and Hospital Director, MGM Hospital, Kamothe / Kalamboli apart from your teaching duties at College of Nursing.
4. Under dual role appointment, your teaching/education and clinical duties are broadly specified in the attached sheet with this appointment letter. These are comprehensive in nature and may change from time to time as per the need of the organization.
5. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while joining.
6. You are required to deposit one month's salary as security deposit with the institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. If you wish to leave the institution anytime after joining, you need to serve **three months** advance notice to the head of the institution, failing which not only your security deposit will be forfeited by institute but also you will have to deposit an amount equal to the two months' salary.
8. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
9. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.

Conti....



## MGM INSTITUTE OF HEALTH SCIENCES

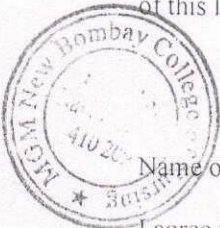
(Deemed to be University) Grade 'A++' Accredited by NAAC

### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.

10. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
11. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
12. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
13. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
14. You should devote your whole time and attention to your duties under this appointment order and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
15. Your unsanctioned absence from duty will be treated as a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
16. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
17. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
18. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
19. Your appointment is subject to your medical fitness for which you need to present yourself for medical examination at MGM Hospital, Kamothe, Navi Mumbai on the scheduled date and time.

In case you agree to the terms and conditions offered as above, you are required to return the second copy of this letter duly signed to the undersigned.



Principal

Name of Employee: Mrs. Ankita Bhavesh Mokal

Registrar  
Dr. Rajesh B. Gael  
Registrar

I agree to the terms and conditions of the appointment order and will join the duties on or before 11-12-2023

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

Signature:

Date: 11-12-2023

Copy with compliments to:

1. Accounts
2. Personal File



## JOB DESCRIPTION

### TUTOR /SENIOR NURSING OFFICER/ CHARGE NURSE

#### Nursing service:

- Assists in the admission and discharge of patients
- Implements treatment plan, investigations and any other procedures
- Ensures proper documentation and audit records in the unit.
- Coordinates patient care with other departments
- Prepares work assignment for Staff on daily basis
- Prepares staff duty rota
- Manages inventory and indent of the ward
- Supervises stock registers and inventories.
- Conducts departmental induction, in-service education to staff nurses.
- Prepares daily census for their ward
- Maintains shift wise nursing hand over report of the ward.
- Reports to ANS for all matters related to Patient care

#### Nursing Education:

- Prepares patient assignments for students
- Guides and Supervises the care provided by the students
- Demonstrates basic patient care procedures to students
- Evaluates the procedures performed by students.
- Responsible to HOD's of Department College of nursing for all academic responsibilities allotted to her.



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) **Grade 'A++' Accredited by NAAC**

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/43A/01/2024

Date:- 23/01/2024

To,  
Mr. Rohit Shivaji Salunkhe  
At Post- Rethare BK, Tal- Karad,  
District – Satara.

**Sub: Appointment to the post of Tutor/ Clinical Instructor.**

Dear Mr. Rohit Shivaji Salunkhe,

We are pleased to inform that, you are appointed as Tutor / Clinical Instructor in MGM New Bombay College of Nursing, a constituent unit of MGM Institute of Health Sciences, Navi Mumbai. Kindly note that this appointment is as per “dual role” guidelines notified by INC vide its notification no. F.No1-5/2018-INC dated April 24, 2019. The said appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid a consolidated monthly salary of Rs. 32,000/- (Rupees Thirty-Two Thousand only) for a period of one year from date of Joining. Based on your satisfactory performance during the year and annual performance appraisal, you will be placed on salary scale as applicable.
3. You will have to perform and fulfill all clinical responsibilities as assigned to you at attached teaching hospitals by the Director, MGM New Bombay College of Nursing and Hospital Director, MGM Hospital, Kamothe / Kalamboli apart from your teaching duties at College of Nursing.
4. Under dual role appointment, your teaching/education and clinical duties are broadly specified in the attached sheet with this appointment letter. These are comprehensive in nature and may change from time to time as per the need of the organization.
5. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while joining.
6. You are required to deposit one month's salary as security deposit with the institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. If you wish to leave the institution any time after joining, you need to serve **three months** advance notice to the head of the institution, failing which not only your security deposit will be forfeited by institute but also you will have to deposit an amount equal to the two months' salary.
8. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
9. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
10. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.

Conti....



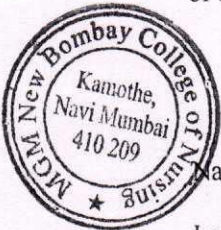
**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) Grade 'A++' Accredited by NAAC

**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1,  
Kamothe, Navi Mumbai - 410 209.

11. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
12. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.
13. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
14. You should devote your whole time and attention to your duties under this appointment order and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Principal of your College.
15. Your unsanctioned absence from duty will be treated as a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
16. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
17. Your contract of services may be renewed on successful completion of one-year subject to approval of Board of Management.
18. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
19. Your appointment is subject to your medical fitness for which you need to present yourself for medical examination at MGM Hospital, Kamothe, Navi Mumbai on the scheduled date and time.

In case you agree to the terms and conditions offered as above, you are required to return the second copy of this letter duly signed to the undersigned.



Director  
PROFESSOR & DIRECTOR

Name of Employee: Mr. Rohit B. Palunche  
Name of Nursing College: MGM New Bombay College of Nursing  
Kamothe, Navi Mumbai - 410 209.

Registrar

**Dr. Rajesh B. Goel**

Registrar

MGM Institute of Health Sciences  
Kamothe, Navi Mumbai - 410 209 (Phone: 022-27430141)

I agree to the terms and conditions of the appointment order and will join the duties on or before

11/2/2024

Signature:

11/2/24

Date: 11/2/2024

Copy with compliments to:

1. Accounts
2. Personal File

11/2/2024

## JOB DESCRIPTION

### TUTOR /SENIOR NURSING OFFICER/ CHARGE NURSE

#### Nursing service:

- Assists in the admission and discharge of patients
- Implements treatment plan, investigations and any other procedures
- Ensures proper documentation and audit records in the unit.
- Coordinates patient care with other departments
- Prepares work assignment for Staff on daily basis
- Prepares staff duty rota
- Manages inventory and indent of the ward
- Supervises stock registers and inventories.
- Conducts departmental induction, in-service education to staff nurses.
- Prepares daily census for their ward
- Maintains shift wise nursing hand over report of the ward.
- Reports to ANS for all matters related to Patient care

#### Nursing Education:

- Prepares patient assignments for students
- Guides and Supervises the care provided by the students
- Demonstrates basic patient care procedures to students
- Evaluates the procedures performed by students.
- Responsible to HOD's of Department College of nursing for all academic responsibilities allotted to her.

*(Handwritten signature)*  
21/1/2024



## MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A++' Accredited by NAAC

### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No.: MGM/NBCON68/12/2022

Date: 30.12.2022

To,  
Ms. Maya Madhuri Bersa,  
Hospital Colony Bansra,  
Barddhaman, West Bengal -713358

#### **Sub: Appointment to the post of Tutor/Senior Staff Nurse (Infection Control).**

Dear Maya,

We are pleased to inform that you are hereby appointed as "Tutor/Senior Staff Nurse(Infection Control)" in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary monthly Basic Pay - Rs. 8,670/- + AGP - Rs. 2,800/- in the pay scale of Rs. 5200-20200 + usual allowances. The total emolument comes to Rs. 31,369/- (Rs. Thirty-one thousand three hundred sixty-nine only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will perform teaching responsibilities as assigned to you by the Principal of MGM New Bombay College of Nursing, planned in collaboration with the Nursing Superintendent and Hospital Director, MGM Medical College Hospital, Kamothe apart from your regular clinical duties in the hospital.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.



## MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

### MGM NEW BOMBAY COLLEGE OF NURSING

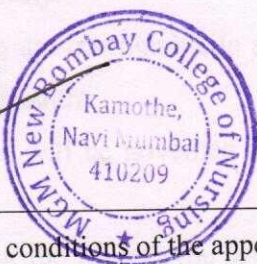
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one-year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Principal



  
Registrar

**Dr. Rajesh B. Goel**  
Registrar

Name of Employee: \_\_\_\_\_

I agree to the terms and conditions of the appointment order and will perform the duties of the position

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

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

Date: \_\_\_\_\_

Copy with compliments to:

1. Accounts
2. Personal File



## MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/26/09/2020

Date: 30.09.2020

To,  
Mr. Jignesh Vyas,  
Saredi Badi, Taluka-Ghari,  
Banswara District,  
Rajasthan – 327025.

#### **Sub: Appointment to the post of Nurse Preceptor.**

Dear Jignesh,

We are pleased to inform that you are hereby appointed as “Nurse Preceptor” in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary monthly Basic Consolidated Pay - Rs.35,000/- + Rs. 5,000/- per month Critical Care Allowance. The total emolument comes to Rs.40,000/- (Rs. Forty Thousand only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will perform teaching responsibilities as assigned to you by the Principal of MGM New Bombay College of Nursing, planned in collaboration with the Nursing Superintendent and Hospital Director, MGM Medical College Hospital, Kamothe apart from your regular clinical duties in the hospital.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.



## MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

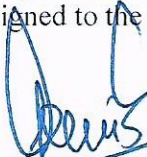
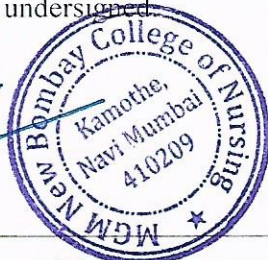
### MGM NEW BOMBAY COLLEGE OF NURSING


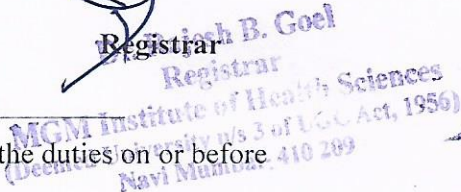
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

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12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one-year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Principal  


  
Registrar  


Name of Employee: \_\_\_\_\_

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_

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

Date: \_\_\_\_\_

Copy with compliments to:

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## MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A++' Accredited by NAAC

### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/672/2022

Date: 30.12.2022

To,  
Mr. Rishabh Kumar Jain,  
Brahman Chorya Jhadol,  
The Sarada, Dist. Udaipur  
Rajasthan – 313905

#### **Sub: Appointment to the post of Nurse Preceptor/Nurse Practitioner in Critical Care.**

Dear Rishabh,

We are pleased to inform that you are hereby appointed as “Nurse Preceptor/Nurse Practitioner in Critical Care” in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary monthly Basic Consolidated Pay - Rs. 35,000/- + Rs. 5,000/- per month Critical Care Allowance. The total emolument comes to Rs. 40,000/- (Rs. Forty Thousand only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will perform teaching responsibilities as assigned to you by the Principal of MGM New Bombay College of Nursing, planned in collaboration with the Nursing Superintendent and Hospital Director, MGM Medical College Hospital, Kamothe apart from your regular clinical duties in the hospital.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.



**MGM INSTITUTE OF HEALTH SCIENCES**

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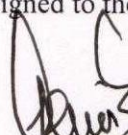
**MGM NEW BOMBAY COLLEGE OF NURSING**


5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

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In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Principal

  
Registrar

Name of Employee: \_\_\_\_\_

**Dr. Rajesh B. Goel**

Registrar

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Copy with compliments to:

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## MGM INSTITUTE OF HEALTH SCIENCES

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

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### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON32/04/2023

Date: 25.04.2023

To,  
Ms. Mulla Ruksar Jainuddin,  
Ashtvinayak Colony, Malkapur,  
Malkapur Karad, Satara -415539

#### **Sub: Appointment to the post of Nurse Preceptor/Nurse Practitioner in Critical Care**

Dear Ruksar,

We are pleased to inform that you are hereby appointed as "Nurse Preceptor/Nurse Practitioner in Critical Care" in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

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5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

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Principal

Name of Employee: \_\_\_\_\_

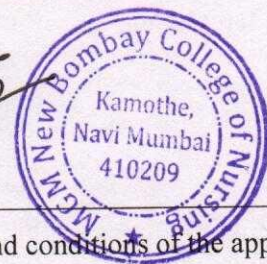
I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_

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

Date: \_\_\_\_\_

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**MGM INSTITUTE OF HEALTH SCIENCES**  
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**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No.: MGM/NBCON/16A/06/2023

Date: 14.06.2023

To,  
Ms. Suvartha N. Digajerla,  
Gawade Building,  
Bibwewadi Gaonthan near Datta Mandir,  
Pune – 411037.

**Sub: Appointment to the post of Nurse Preceptor/Nurse Practitioner in Critical Care.**

Dear Suvartha,

We are pleased to inform that you are hereby appointed as “Nurse Preceptor/Nurse Practitioner in Critical Care” in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

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5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

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In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Principal 

  
Registrar  
**Dr. Rajesh B. Geel**  
Registrar

Name of Employee: \_\_\_\_\_

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_

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

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

Date: \_\_\_\_\_

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**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No.: MGM/NBCON/51A/02/2024

Date: 08.02.2024

To,  
Ms. Shaila Santosh Ghanekar,  
Madhali Wadi,  
Palpene Ratnagiri,  
Maharashtra – 415724.

**Sub: Appointment to the post of Nurse Preceptor/Nurse Practitioner in Critical Care.**

Dear Shaila,

We are pleased to inform that you are hereby appointed as “Nurse Preceptor / Nurse Practitioner in Critical Care” in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

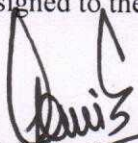
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5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

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Principal



  
Registrar

**Dr. Rajesh B. Gedi**  
Registrar

Name of Employee: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

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5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

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Ref. No.: MGM/NBCON/52/11/2023

Date: 30.11.2023

To,  
Ms. Minakshi Dattarao Musale  
House No. – AZC -0254,  
Panchasheel Nagar Zopadpatti,  
Belapur CBD, Sector -20,  
Navi Mumbai – 400614.

**Sub: Appointment to the post of Senior Staff Nurse (Team Leader)/ Tutor.**

Dear Minakshi,

We are pleased to inform that you are hereby appointed as “Senior Staff Nurse (Team Leader)/ Tutor” in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary monthly Basic Pay - Rs. 8,670/- + AGP - Rs. 2,800/- in the scale of Rs. 5200-2022 + usual allowances as applicable with the Gross salary of Rs. 31,369/- (Rs. Thirty-One Thousand Three Hundred and Sixty-Nine only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
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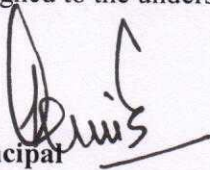
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**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
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Principal



  
Registrar

**Dr. Rajesh B. Goel**  
Registrar

Name of Employee: \_\_\_\_\_

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_

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

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

Date: \_\_\_\_\_

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5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

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Ref. No.: MGM/NBCON/53/11/2023

Date: 30.11.2023

To,  
Ms. Komal Babasaheb Kathare  
Matre-Prerna Society, Sector -24,  
Plot No.14, Room No.-C/001,  
Kamothe, Navi Mumbai – 410209

**Sub: Appointment to the post of Senior Staff Nurse (Team Leader)/Tutor.**

Dear Komal,

We are pleased to inform that you are hereby appointed as “Senior Staff Nurse (Team Leader)/Tutor” in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

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**Principal**  


  
**Registrar**

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

Name of Employee: \_\_\_\_\_

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_  
\_\_\_\_\_

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

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

Date: \_\_\_\_\_

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**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University) **Grade 'A++' Accredited by NAAC**  
**MGM NEW BOMBAY COLLEGE OF NURSING**  
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

---

Ref. No.: MGM/NBCON/54/11/2023

Date: 30.11.2023

To,  
Ms. Aarti Jaywant Patil  
At Pezari, Post -Poynad,  
Tal- Alibag, Dist- Raigad,

**Sub: Appointment to the post of Senior Staff Nurse (Team Leader)/ Tutor.**

Dear Aarti,

We are pleased to inform that you are hereby appointed as “Senior Staff Nurse (Team Leader)/ Tutor” in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary monthly Basic Pay - Rs. 8,670/- + AGP - Rs. 2,800/- in the scale of Rs. 5200-2022 + usual allowances as applicable with the Gross salary of Rs. 31,369/- (Rs. Thirty-One Thousand Three Hundred and Sixty-Nine only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will perform teaching responsibilities as assigned to you by the Principal of MGM New Bombay College of Nursing, planned in collaboration with the Nursing Superintendent and Hospital Director, MGM Medical College Hospital, Kamothe apart from your regular clinical duties in the hospital.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.



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**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one-year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Principal



  
Registrar

**Dr. Rajesh B. Goel**  
Registrar

Name of Employee: \_\_\_\_\_

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_

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

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

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5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No.: MGM/NBCON/51/11/2023

Date: 30.11.2023

To,  
Ms. Shraddha Sudhakar Rane,  
At. Tal. Post, Bamangoan,  
(Rane- Ali), Tal - Alibag  
Raigad - 402204.

**Sub: Appointment to the post of Senior Staff Nurse (Team Leader)/Tutor.**

Dear Shraddha,

We are pleased to inform that you are hereby appointed as “Senior Staff Nurse (Team Leader)/Tutor” in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
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**MGM INSTITUTE OF HEALTH SCIENCES**

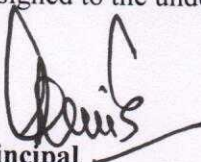
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15. Your contract of services may be renewed on successful completion of one-year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
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In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Principal





Registrar

**Dr. Rajesh B. Godi**

Registrar

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

Name of Employee: \_\_\_\_\_

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_

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

Date: \_\_\_\_\_

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**MGM NEW BOMBAY COLLEGE OF NURSING**  
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

---

Ref. No.: MGM/NBCON/89/12/2023

Date: 31.12.2023

To,  
Ms. Siddhi Anant Patil  
Room No.05, Bldg No.5, B10,  
Sec 13, Panvel,  
Navi Mumbai - 410206

**Sub: Appointment to the post of Senior Staff Nurse/ Nurse Educator.**

Dear Siddhi,

We are pleased to inform that you are hereby appointed as "Senior Staff Nurse/ Nurse Educator" in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary monthly Basic Pay - Rs. 8,670/- + AGP - Rs. 2,800/- in the scale of Rs. 5200-20200 + usual allowances as applicable with the Gross salary of Rs. 31,369/- (Rs. Thirty One Thousand Three Hundred Sixty-Nine only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will perform teaching responsibilities as assigned to you by the Principal of MGM New Bombay College of Nursing, planned in collaboration with the Nursing Superintendent and Hospital Director, MGM Medical College Hospital, Kamothe apart from your regular clinical duties in the hospital.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
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8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
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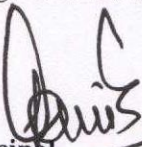
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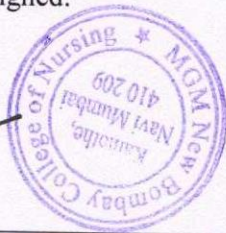
**MGM NEW BOMBAY COLLEGE OF NURSING**

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

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12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
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16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
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In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Principal



  
Registrar

**Dr. Rajesh B. Goel**  
Registrar

Name of Employee: \_\_\_\_\_

I agree to the terms and conditions of the appointment order and will ~~join the duties on or before~~ **join the duties on or before** \_\_\_\_\_  
MGM Institute of Health Sciences  
(Deemed University u/s 3 of UGC Act, 1956)  
Navi Mumbai- 410 209

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

Date: \_\_\_\_\_

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**MGM INSTITUTE OF HEALTH SCIENCES**  
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**MGM NEW BOMBAY COLLEGE OF NURSING**  
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

---

Ref. No.: MGM/NBCON/3104/2023

Date: 25.04.2023

To,  
Ms. Feba Benwal  
Flat No.303, Building No:-4 A,  
Wimko Naka, Ambernath West

**Sub: Appointment to the post of Tutor/Senior Staff Nurse (Quality Nurse).**

Dear Feba,

We are pleased to inform that you are hereby appointed as "Tutor/Senior Staff Nurse (Quality Nurse)" in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary monthly Basic Pay - Rs. 8,670/- + AGP - Rs. 2,800/- in the pay scale of Rs. 5200-20200 + usual allowances. The total emolument comes to Rs. 28,502/- (Rs. Twenty-eight thousand five hundred two only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will perform teaching responsibilities as assigned to you by the Principal of MGM New Bombay College of Nursing, planned in collaboration with the Nursing Superintendent and Hospital Director, MGM Medical College Hospital, Kamothe apart from your regular clinical duties in the hospital.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
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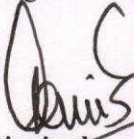
### MGM NEW BOMBAY COLLEGE OF NURSING

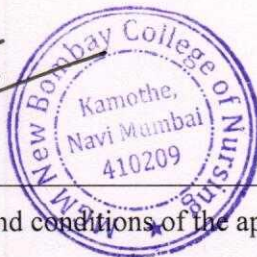
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

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In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Principal





Registrar

**DR. RAJESH B. GOEL**

Registrar

Name of Employee: \_\_\_\_\_

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_

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

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

Date: \_\_\_\_\_

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**MGM INSTITUTE OF HEALTH SCIENCES**  
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**MGM NEW BOMBAY COLLEGE OF NURSING**  
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No.: MGM/NBCON/88/12/2023

Date: 31.12.2023

To,  
Ms. Pallavi Eranna Goudru  
Hintal Pincode -58234,  
Tal-Koppal, Dist-Koppal,  
Karnataka

**Sub: Appointment to the post of Staff Nurse/Clinical Instructor**

Dear Pallavi,

We are pleased to inform that you are hereby appointed as "Staff Nurse/Clinical Instructor" in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary monthly Basic Pay - Rs. 7,360/- + AGP - Rs. 2,800/- + DA – 6<sup>th</sup> Pay Rs. 15,240/- + HRA – Rs. 2,032/- + TA – Rs. 200 + Critical Care allowances as applicable with the Gross salary of Rs. 28,535/- (Rs. Twenty-Eight Thousand Five Hundred Thirty-Five only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will perform teaching responsibilities as assigned to you by the Principal of MGM New Bombay College of Nursing, planned in collaboration with the Nursing Superintendent and Hospital Director, MGM Medical College Hospital, Kamothe apart from your regular clinical duties in the hospital.
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**MGM NEW BOMBAY COLLEGE OF NURSING**

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Kamothe, Navi Mumbai – 410 209.

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**Principal**



**Registrar**

**Dr. Rajesh B. Goel**

**Registrar**

Name of Employee: \_\_\_\_\_

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_  
\_\_\_\_\_

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

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

Date: \_\_\_\_\_

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Kamothe, Navi Mumbai – 410 209.

Ref. No.: MGM/NBCON/87/12/2023

Date: 31.12.2023

To,  
Ms. Sonu Sara Sunil  
Karumpil House, Mundukottackal PO,  
VTC Pathanamthitta, Dist –Kozhenchery,  
Kerala - 689649.

**Sub: Appointment to the post of Staff Nurse/Clinical Instructor.**

Dear Sonu,

We are pleased to inform that you are hereby appointed as “Staff Nurse/Clinical Instructor” in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary monthly Basic Pay - Rs. 5,950/- + AGP - Rs. 2,800/- in the scale of Rs. 5200-2022 + usual allowances as applicable with the Gross salary of Rs. 23,825/- (Rs. Twenty-Three Thousand Eight Hundred and Twenty-Five only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
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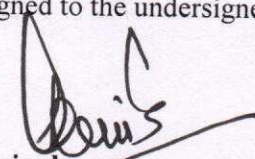
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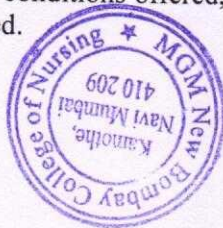
**MGM NEW BOMBAY COLLEGE OF NURSING**

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In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
**Principal**



  
**Registrar**

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

Name of Employee: \_\_\_\_\_

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_

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

Date: \_\_\_\_\_

Copy with compliments to:

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## MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

### MGM NEW BOMBAY COLLEGE OF NURSING

5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/45/09/2021

Date: 30.09.2021

To,  
Ms. Vinila Angel Kumari,  
Flat No-501, Plot No.47,  
Sector-10, Manthan Residency  
Kamothe, Navi Mumbai-410206.

#### **Sub: Appointment to the post of Tutor.**

Dear Vinila,

We are pleased to inform that you are hereby appointed as "Tutor" in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary monthly Basic Pay - Rs.10,160/- + AGP - Rs. 4,800/- + DA- Rs.18,700/- +HRA- Rs. 2,992/- + TA- Rs.400/- + Critical Care Allowance- Rs.1,032/-. The total emolument comes to Rs.38,084/- (Rs. Thirty-Eight Thousand Eighty-Four only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will perform teaching responsibilities as assigned to you by the Principal of MGM New Bombay College of Nursing, planned in collaboration with the Nursing Superintendent and Hospital Director, MGM Medical College Hospital, Kamothe apart from your regular clinical duties in the hospital.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.



# MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

## MGM NEW BOMBAY COLLEGE OF NURSING

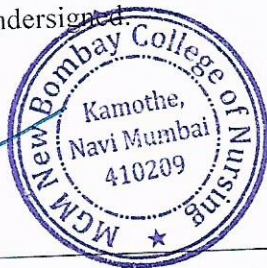
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one-year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

Principal



Registrar  
Bhish B. Goel

Name of Employee: \_\_\_\_\_

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_

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

Date: \_\_\_\_\_

Copy with compliments to:

1. Accounts
2. Personal File



**MGM INSTITUTE OF HEALTH SCIENCES**  
(Deemed to be University u/s 3 of UGC Act, 1956)  
**Grade 'A' Accredited by NAAC**  
**MGM NEW BOMBAY COLLEGE OF NURSING**  
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/52/09/2021

Date: 30.09.2021

To,  
Ms. Rani Regi  
A-02, Pushpak,  
Plot No-57, Sector -11,  
Kharghar, Navi Mumbai.

**Sub: Appointment to the post of Tutor.**

Dear Rani,

We are pleased to inform that you are hereby appointed as "Tutor" in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary monthly Basic Pay - Rs.19,531/- + DA – Rs.24,414/- + HRA- Rs. 3,906/- + TA – Rs.400 + Critical Care Allowance – Rs. 3000/-. The total emolument comes to Rs.51,251/- (Rs. Fifty-One Thousand Two Hundred and Fifty-One only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
1. You will perform teaching responsibilities as assigned to you by the Principal of MGM New Bombay College of Nursing, planned in collaboration with the Medical Superintendent and Matron, MGM Medical College Hospital, Kalamboli apart from your regular clinical duties in the hospital.
2. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
3. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
4. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
5. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
6. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.

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**MGM NEW BOMBAY COLLEGE OF NURSING**

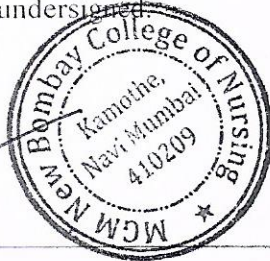
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

7. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
8. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
9. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
10. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
11. Your contract of services may be renewed on successful completion of one-year subject to approval of Board of Management.
12. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
13. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

Principal



Registrar

Name of Employee: \_\_\_\_\_

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_

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

Date: \_\_\_\_\_

Copy with compliments to:

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5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/53/09/2021

Date: 30.09.2021

To,  
Ms. Leena Mol  
LIG A3, K1, Sector-3,  
Kalamboli, Navi Mumbai.  
Pin- 410218

**Sub: Appointment to the post of Tutor.**

Dear Leena,

We are pleased to inform that you are hereby appointed as "Tutor" in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary monthly Basic Pay - Rs. 11,470/- + DA – Rs. 14,338/- + HRA- Rs. 2,294/-+ TA – Rs.400. The total emolument comes to Rs. 28,502/- (Rs. Twenty-Eight Thousand Five Hundred Two only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will perform teaching responsibilities as assigned to you by the Principal of MGM New Bombay College of Nursing, planned in collaboration with the Medical Superintendent and Matron, MGM Medical College Hospital, Kalamboli apart from your regular clinical duties in the hospital.
6. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
7. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this institution.
8. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
9. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any equivalent post.
10. You shall not refuse to carry out the decisions by the authorities and or functionaries of the institute. Failure to comply shall be treated as insubordination.



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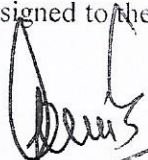
**MGM NEW BOMBAY COLLEGE OF NURSING**

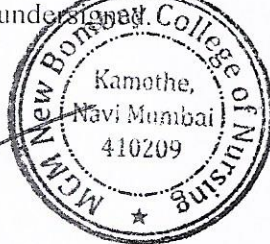
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You should devote your whole time and attention to your duties under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Director of your College.
13. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services, effective from the date from which you remain absent from duties.
14. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
15. Your contract of services may be renewed on successful completion of one-year subject to approval of Board of Management.
16. You will not be entitled to any Provident Fund, Insurance, Bonus, Gratuity, or any other terminal benefits of any kind.
17. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.

In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Principal



  
Registrar  
**Majesh B. Goel**  
Registrar  
MGM Institute of Health Sciences  
(Deemed to be University u/s 3 of UGC Act, 1956)  
Navi Mumbai - 410 209

Name of Employee: \_\_\_\_\_

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_

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

Date: \_\_\_\_\_

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5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

Ref. No. : MGM/NBCON/54/09/2021

Date: 30.09.2021

To,  
Ms. Gauri Pramod Vartak  
Mangalmurti Society  
Room No.12, Plot No.A 1,  
Sector-6 .New Panvel,

**Sub: Appointment to the post of Tutor.**

Dear Gauri,

We are pleased to inform that you are hereby appointed as "Tutor" in MGM New Bombay College of Nursing, under MGM Institute of Health Sciences, Kamothe, Navi Mumbai. Your appointment is purely on temporary basis subject to the terms and conditions mentioned below:

1. Your appointment is subject to the final approval of the Board of Management, MGMIHS.
2. You will be paid salary monthly Basic Pay - Rs.9,280/- + DA – Rs.11,600/- + HRA- Rs. 1,856/- + TA – Rs.200+ Critical Care Allowance- Rs.2,806/-. The total emolument comes to Rs.25,742/- (Rs. Twenty-Five Thousand Seven Hundred Forty-Two only) per month.
3. You will have to submit an authentic proof of your date of birth, educational qualifications, experience and ten copies of passport size photographs, while reporting on duty.
4. You are required to keep one month's salary as security deposit with the institute till you are officially relieved from your duties.
5. You will perform teaching responsibilities as assigned to you by the Principal of MGM New Bombay College of Nursing, planned in collaboration with the Medical Superintendent and Matron, MGM Medical College Hospital, Kalamboli apart from your regular clinical duties in the hospital.
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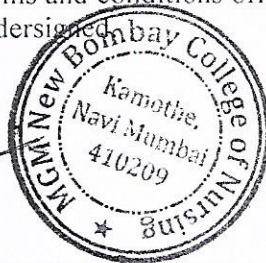
### MGM NEW BOMBAY COLLEGE OF NURSING


5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

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In case you agree to the terms and conditions offered, you are required to return the second copy of this letter duly signed to the undersigned.

  
Principal



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

Name of Employee: \_\_\_\_\_

I agree to the terms and conditions of the appointment order and will join the duties on or before \_\_\_\_\_

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

Date: \_\_\_\_\_

Copy with compliments to:

1. Accounts
2. Personal File