



## MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

### MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai - 410209

MGM/ SOP/441/2021

Date: 13/09/2021

To,  
Dr. Hiloni Badani (PT)  
301/302 Jolly Apartment,  
Cama Lane  
Ghatkoper (W)  
Mumbai 400 086

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

Dear Dr. Hiloni Badani (PT),

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

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

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



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



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

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

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

  
Professor - Director  
Professor - Director

MGM School of Physiotherapy

MGM Institute of Health Sciences

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

  
Registrar



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**MGM SCHOOL OF PHYSIOTHERAPY**

Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/440/2021

Date: 13/09/2021

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

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

Dear Dr. Akhila Natesan (PT)

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

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

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



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

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

Professor - Director  
**Professor - Director**

**MGM School of Physiotherapy**

**MGM IHS, Navi Mumbai**

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



Registrar



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### MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/02/2022

Date: 01/01/2022

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

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

Dear Dr. Aamreen Ryain (PT),

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

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

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





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**Professor – Director**

**Registrar**

Copy to:

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3. Accountant
4. Office copy



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### MGM SCHOOL OF PHYSIOTHERAPY

Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/ 12 /2022

Date: 01/01/2022

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

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

Dear Dr. Victoria David Kuttan (PT),

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

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

**Professor – Director**

**Registrar**

Copy to:

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Sector-1, Kamothe, Navi Mumbai – 410209

MGM/ SOP/ 12 /2022

Date: 01/01/2022

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

Subject : Contractual Appointment as "Assistant Professor" in MGM School of Physiotherapy,  
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Dear Dr. Victoria David Kuttan (PT),

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Sector 1, Kamothe, Navi Mumbai ,

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

