



Oriental Education Society's

## **ORIENTAL COLLEGE OF EDUCATION**

(Affiliated to University of Mumbai and NCTE)

Sector No.2, Plot No.3,4,5, Near Sanpada Railway Station , Sanpada (W),

Navi Mumbai - 400705. E-mail: [clerk@oce.edu.in](mailto:clerk@oce.edu.in) ,Website [www.oce.edu.in](http://www.oce.edu.in) Tel.No. 27752213.

### **2.5.1**

***Sanction Letters Sanction letters indicating number of posts  
(Including Management Sanctioned Posts)***



Urgent/By Speed Post

No. CONCOL/ICM/ 34570 of 2015.

Mumbai - 400 032.

14<sup>th</sup> May, 2015.

15/05/15

To,  
The Secretary,  
Oriental Education Society's,  
Oriental College of Education,  
Sector -2, Plot No. 3,4,5,  
Behind Sanpada Railway Station (W),  
Navi Mumbai - 400 705.

Sir,

Please refer to your letter No. OCE/446/2014 dated 13<sup>th</sup> November, 2014, forwarding therewith the reports of appointments of the following teachers in their respective subjects in your College for consideration of the University.

Sr. No.	Name of the Teachers	Nature of Appointment & Remarks
1.	Smt. Sangeeta Nath	Full-time Assistant Professor in Education w.e.f. 15/11/2014.
2.	Smt. Swarnlata Soni	Full-time Assistant Professor in Education w.e.f. 15/11/2014.
3.	Smt. Savita S. Upasani	Full-time Assistant Professor in Education w.e.f. 15/11/2014.

In this connection, I am directed to inform you that the appointment mentioned at Sr. No. 1 to 3 have been approved by the University as mentioned against each of them as per University circular No. CONCOL/TAU/40 of 2012-13, dated 19<sup>th</sup> March, 2013 subject to the final decision of the writ petition No. 1515 of 2013.

Further, you are requested to communicate the above decision to the teachers concerned in writing as per S.109-C along with the copy of this letter.

Please note that if any discrepancy is found in this approval, the University reserves the right to withdraw the approval at any time.

*Sangeeta Nath*  
**Dr. Sangeeta Nath**  
Principal  
Oriental College of Education  
Sanpada, Navi Mumbai.

Yours faithfully,

*Sangeeta Nath*  
15/05/15

# University of Mumbai



URGENT/ BYHAND/SPEED POST  
No. CONCOL/SAV/32952 of 2015

Mumbai - 400 032  
11 October, 2015

28/10/15

To,  
The President,  
Oriental Education Society's  
College of Education,  
Sector - 2, Plot No. 3, 4, 5,  
Behind Railway Station,  
Sanpada (West),  
Navi Mumbai - 400 705

Sir / Madam,

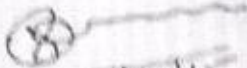
Please refer to your letter No. OCE/394/2015 dated 15/09/2015 forwarding therewith the report of appointment of Dr. (Smt.) Ratani Meharchand Thakur as a Principal in the above mentioned college, for approval of appointment w.e.f. 16.09.2015, for consideration of the University.

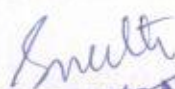
In this connection, I am directed to inform you that the appointment of Dr. (Smt.) Ratani Meharchand Thakur as a Principal in your above mentioned college has been approved by the University for a period of five years or till the superannuation whichever is earlier w.e.f. 16.09.2015 as it is a tenure post as per University circular No. CONCOL/TAU/40/of 2012-2013 dated 19<sup>th</sup> March, 2013.

Further, you are requested to communicate the above decision to the person concerned in writing as per S 109-C along with the copy of this letter.

Please note that if any discrepancy is found in this approval, the University reserves the right to withdraw the approval at any time.

Yours faithfully,

  
(Yogini Ghare)  
(Deputy Registrar)  
(Concol Unit)

  
Dr. Sangeeta Nath  
Principal,  
Oriental College of Education  
Sanpada, Navi Mumbai.



Oriental Education Society's

## ORIENTAL COLLEGE OF EDUCATION

(Affiliated to University of Mumbai and NCTE)

Sector No.2, Plot No.3,4,5, Near Sanpada Railway Station, Sanpada (W),

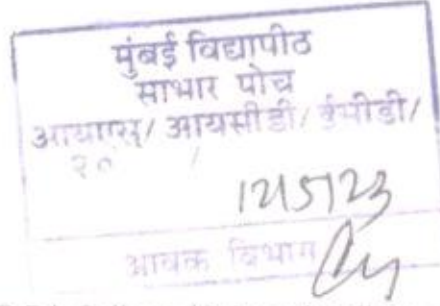
Navi Mumbai - 400705. E-mail: [clerk@oce.edu.in](mailto:clerk@oce.edu.in), Website [www.oce.edu.in](http://www.oce.edu.in) Tel.No. 27752213.

REF.NO. OCE/605/2023.

o/c

Date : 11/05/2023.

To,  
The Registrar,  
University of Mumbai,  
Concol Section,  
Fort.



Sub.: Faculty list of our B.Ed. College.(Oriental College of Education).

College Code – 568.

Respected Sir,

Following Teaching and Non-Teaching staffs are presently working in Oriental College of Education, Sanpada.

SR. No	Name of the Teacher	Designation	Cast	Educational Qualification	University Approval No.& Date	Permanent / Temporary/ Part Time
1	Dr. Sangeeta Nath	Incharge Principal	Open	M.A. M.Phil, Ph.D.,NET	Concol/ICM/ 34570 of 2015 dt.15/5/2015	Permanent
2	Mrs. Swarnlata Soni	Asst. Prof	Open	M.Com M.Ed., NET, SET	Concol/ICM/ 34570 of 2015 dt.15/5/2015	Permanent
3	Mrs. Shilpa Naik	Asst. Prof	Open	M.Sc., M.Ed	---	Full Time/ Regular
4	Ms. Tejal Nikam	Asst. Prof.	Open	M.Com. M.Ed.	---	Full Time/ Regular
5	Ms. Asmita Wewhare	Asst. Prof	Open	M.Sc., M.Ed.	---	Full Time/ Regular
6	Ms. Kinkini Dutta	Asst. Prof	Open	M.A. M.Ed., NET	---	Full Time/ Regular
7	Ms. Pooja Tiwari	Asst. Prof	Open	B.Sc. M.Ed., SET, NETS	---	Full Time/ Regular

*Sneel*  
Dr. Sangeeta Nath  
Principal  
Oriental College of Education



Oriental Education Society's

## ORIENTAL COLLEGE OF EDUCATION

(Affiliated to University of Mumbai and NCTE)

Sector No.2, Plot No.3,4,5, Near Sanpada Railway Station, Sanpada (W),

Navi Mumbai - 400705. E-mail: [clerk@oco.edu.in](mailto:clerk@oco.edu.in), Website [www.oco.edu.in](http://www.oco.edu.in) Tel.No. 27752213.

- 2 -

8	Ms. Aasmeen Ansari	Asst. Prof	Open	M.A., M.Ed.	---	Part Time
9	Ms. Shaista Shaikh	Asst. Prof	Open	M.Com., B.Ed., M.A. Education	---	Part Time
10	Dr. Pushpa Torne	Asst. Prof	Open	M.Sc., M.A. Edu- cation, Ph.D., NET	----	Part Time
11	Ms. Swati Waghmare	Asst. Prof	Open	M.Sc., M.Ed., Mphil, NET	---	Part Time
12	Ms. Divya Wadhwa	Asst. Prof	Open	M.A., M.Ed.	----	Part Time
13	Ms. Sharbani Mukharjee	Visiting Faculty	Open	M.Sc., M.Ed., M. Phil, Ph.D.	---	Part Time
14	Mrs. Purna Kamble Physical Education	Visiting Faculty	Open	B.Com, B.Ed., M.Ped.	---	Part Time
15	Mr. Shrikant Magdum Music Teacher	Visiting Faculty	Open	B.A., Diploma in Classical Music	----	Part Time
16	Ms. Namratala Arya (Art Teacher)	Visiting Faculty	Open	B.F.A., B.Ed.	---	Part Time

### NON-TEACHING STAFF










Sr. No	Name	Designation	Qualification	Date of Joining
1	Mr. Saleem Dhanse	Librarian	M.A., B.Ed., M.Lib	01/02/2017
2	Mrs. Apurva Vichare	Office Assistant cum Computer Operator	B.A., MSCIT, Office Automation and Graphics, Typing English + Marathi	11/04/2011
3	Ms. Richa Singh	Office cum Account Assistant	M.Com.	01/10/2022
4	Ms. Nagma Khan	Technical Assistant	B.Com.	01/09/2019
5	Ms. Savitri Gagrai	Lab Attendants / Helper/Support Staff	Non-S.S.C.	01/07/2003

Kindly acknowledge the receipt

Thanks.

*S. Nath*  
Dr. Sangeeta Nath

*S. Nath*  
Dr. Sangeeta Nath  
Principal  
Oriental College of Education  
Sanpada, Navi Mumbai.

8	Ms. Aasmee Ansan	20/04/1995	Asst. Prof	Open	M.A. M.Ed.	Consolidated	1) Learning 2) Teaching 3) History 4) Hindi 5) Language Across & Curriculum	Part Time	
9	Ms. Shaista Shaikh	15/10/1990	Asst. Prof	Open	M.Com, B.Ed., M.A Education	Consolidated	1) Reading and Reflecting on Texts	Part Time	
10	Dr. Pushpa Torne	12/6/1972	Asst. Prof	Open	M.Sc., M.A Edu- cation, Ph.D., NET	Consolidated	1) Gender School and Society	Part Time	
11	Ms. Swati Waghmare	23/3/1987	Asst. Prof	Open	M.Sc., M.Ed., Mphil, NET	Consolidated	1) Maths	Part Time	
12	Ms. Divya Wadhwa	18/10/1977	Asst. Prof	Open	M.A. M.Ed.	Consolidated	1) English	Part Time	
13	Ms. Shubham Mukharjee	26/8/1975	Visiting Faculty	Open	M.Sc., M.Ed., M. Phil, Ph.D.	Consolidated	1) Science	Part Time	
14	Mrs. Preema Kantle Physical Education	25/8/1979	Visiting Faculty	Open	B.Com, B.Ed., M.Ped.	Consolidated	1) Physical Education.	Part Time	
15	Mr. Shrikant Magdum Music Teacher	08/03/1991	Visiting Faculty	Open	B.A., Diploma in Classical Music	Consolidated	1) Art & Craft	Part Time	
16	Ms. Namrata Arya (Art Teacher)	14/10/1976	Visiting Faculty	Open	B.F.A., B.Ed.	Consolidated	1) Art & Craft	Part Time	

**Dr. Sangeeta Nath**

Principal








Oriental College of Education Oriental College of Education  
Sanpada, Navi Mumbai. Sanpada, Navi Mumbai.

**Dr. Sangeeta Nath**

Principal

Oriental College of Education Oriental College of Education  
Sanpada, Navi Mumbai. Sanpada, Navi Mumbai.

**ORIENTAL COLLEGE OF EDUCATION  
STAFF PROFILE**

SR. No	Name of the Teacher	Date of Birth	Designation	Cast	Educational Qualification	Scale of Pay	Teaching Methodology	University Approval No & Date	Permanent / Temporary/ Part Time	Photo
1	Dr. Sangeeta Nath	11/01/1960	Incharge Principal	Open	M.A., M.Phil, Ph.D., NET	15600-39100 (AGP-7000)	1) Educational Management 2) Gender School and Society	Concol/CMI/ 34570 of 2015 dt. 15/5/2015	Permanent	
2	Mrs. Swarnlata Soni	01/07/1979	Asst. Prof	Open	M.Com M.Ed., NET, SET	Consolidated	1) Guidance and Counseling 2) Commerce	Concol/CMI/ 34570 of 2015 dt. 15/5/2015	Permanent	
3	Mrs. Shilpa Naik	01/04/1975	Asst. Prof	Open	M.Sc., M.Ed	Consolidated	1) Creating an Inclusive School	.....	Full Time/ Regular	
4	Ms. Tejal Nikam	29/10/1991	Asst. Prof	Open	M.Com, M.Ed.	Consolidated	1) Gender School & Society 2) Commerce 3) Educational Management 4) Language Across Curriculum	.....	Full Time/ Regular	
5	Ms. Asmita Wewhare	09/09/1979	Asst. Prof	Open	M.Sc., M.Ed.	Consolidated	1) Childhood & Growing Up 2) Learning & Teaching 3) Assessment for Learning	.....	Full Time/ Regular	
6	Ms. Kiranlata Datta	13/09/1993	Asst. Prof	Open	M.A., M.Ed. NET	Consolidated	1) Knowledge & Curriculum 2) Learning & Teaching 3) English 4) Language Across Curriculum	.....	Full Time/ Regular	
7	Ms. Pooja Tiwan	19-06-1987	Asst. Prof	Open	B.Sc., M.Ed., SET, NETS	Consolidated	1) Childhood & Growing Up 2) Maths 3) Educational Management	.....	Full Time/ Regular	

**Dr. Sangeeta Nath**  
Principal





# Oriental College of Education

OCE / 395 /2015

Date : 15/09/2015.

To,

Dr.(Mrs.)Ratani Thakur.

Shree Gajanan Darshan CHS.,

E-6/04, Sector 7, Sanpada,

Navi Mumbai. – 400 705.

Sub.: Appointment as Principal.

Madam,

With reference to your application and subsequent interview with us, the Board of Trustees is pleased to inform you that you are hereby appointed as Principal in Education at our Oriental College of Education, Sanpada, Navi Mumbai – 400 705 w.e.f. 12/08/2015 on a total salary of Rs. 58,000 /- (Rupees Fifty Eight Thousand only) per month in the time scale of pay Rs. 37,400 – 67,000/-.

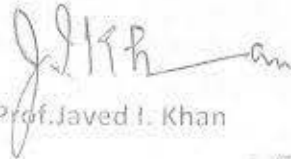
- 1) Your appointment is on probation for 2 years w.e.f. today (i.e. 15/9/2015). If your performance is found satisfactory, you will be continued in service and your salary will be increased suitable.
- 2) Your college timing will generally be between 9.15 am to 3.30 pm and you will carry out duties as assigned to you by the college authorities.
- 3) In the event you want to resign from your service, you will be required to give to the management one month's notice or one month's salary in lieu thereof and vice-versa.
- 4) Besides teaching, you have to carry out with the help of other staff works related to academic or curricular and extra curricular activities of the college.

*S. Nath*  
**Dr. Sangeeta Nath**  
 Principal



- 5) You will make special efforts to finish the entire syllabus of your papers / subjects always in expected time and to the best satisfaction of the students in your classes and over see same things of other staff also.
- 6) Discipline is a very important aspect in the life of a student. Hence it is to be maintained at all costs. It will be the responsibility of the Principal along with teachers individually and collectively to maintain good discipline in the class rooms and in the college premises.
- 7) Good and effective teaching inspire students and encourage them to attend lectures which also solve the attendance and discipline problems. Hence you are supposed to be well prepared in the subject matters before entering your classes and see the same for all others also.
- 8) Casual leave cannot be claimed as a matter of right. It is only for genuine and acceptable reasons.
- 9) Your services will be governed by the rules and regulations framed by the Oriental Education Society, and University of Mumbai.

You are requested to confirm you acceptance in writing and in person if you wish to continue with our institution along with the above conditions.



Prof. Javed I. Khan

PRESIDENT ORIENTAL EDUCATION SOCIETY  
MUMBAI  
Oriental Education Society



Urgent/By Speed Post

No. CONCOL/ICM/ 34570 of 2015.

Mumbai - 400 032.

14<sup>th</sup> May, 2015.

15/05/15

To,  
The Secretary,  
Oriental Education Society's,  
Oriental College of Education,  
Sector -2, Plot No. 3,4,5,  
Behind Sanpada Railway Station (W),  
Navi Mumbai - 400 705.

Sir,

Please refer to your letter No. OCE/446/2014 dated 13<sup>th</sup> November, 2014, forwarding therewith the reports of appointments of the following teachers in their respective subjects in your College for consideration of the University.

Sr. No.	Name of the Teachers	Nature of Appointment & Remarks
1.	Smt. Sangeeta Nath	Full-time Assistant Professor in Education w.e.f. 15/11/2014.
2.	Smt. Swarnlata Soni	Full-time Assistant Professor in Education w.e.f. 15/11/2014.
3.	Smt. Savita S. Upasani	Full-time Assistant Professor in Education w.e.f. 15/11/2014.

In this connection, I am directed to inform you that the appointment mentioned at Sr. No. 1 to 3 have been approved by the University as mentioned against each of them as per University circular No. CONCOL/TAU/40 of 2012-13, dated 19<sup>th</sup> March, 2013 subject to the final decision of the writ petition No. 1515 of 2013.

Further, you are requested to communicate the above decision to the teachers concerned in writing as per S.109-C along with the copy of this letter.

Please note that if any discrepancy is found in this approval, the University reserves the right to withdraw the approval at any time.

Yours faithfully,

*Sangeeta Nath*  
Dr. Sangeeta Nath  
Principal



# Oriental College of Education

Date : 04/08/2015.

Ref.No. OCE/361/2015

To,  
Dr. Sangeeta Nath,  
Oriental College of Education,  
Sanpada.

With reference to letter no.CONCOI/ICM/34570 of 2015 dated 15/05/2015  
Dr.Sangeeta Nath has been approved by University of Mumbai , as full time Assistant  
Professor in Education w.e.f. 15/11/2014.

Thanking You,

  
Prof. Javed I. Khan.

PRESIDENT  
PRESIDENT  
Oriental Education Society  
MUMBAI



# Oriental College of Education

OCE / 447/2014

Date : 13/11/2014.

To,

Dr. Sangeeta Nath.

E-54, Ganadhiraj CHS, Mithaghar Road,

Mulund (E).

Sub.: Appointment as an Assistant Professor.

Madam,

With reference to your application and subsequent interview with us, the Board of Trustees is pleased to inform you that you are hereby appointed as an Assistant Professor in Education at our Oriental College of Education, Sanpada, Navi Mumbai - 400 705 w.e.f. 13/11/2014 on a total salary of Rs. 31,000 /- (Rupees Thirty One Thousand only) per month in the time scale of pay nine Rs. 15600 - 39100.

- 1) Your appointment is on probation for 2 years w.e.f. today . If your performance is found satisfactory, you will be continued in service and your salary will be increased suitable.
- 2) Your college timing will generally be between 9.15 am to 3.30 pm and you will carry out duties as assigned to you by the college authorities and the Principal or Supervisor.
- 3) In the event you want to resign from your service, you will be required to give to the management one month's notice or one month's salary in lieu thereof.
- 4) Your services may be terminated without notice if it is observed that, your performance is not satisfactory and / or your behavior is not in the best interest of the college.

*S. Nath*  
**Dr. Sangeeta Nath**  
Principal  
Oriental College of Education  
Sanpada, Navi Mumbai

- 5) Besides teaching, you have to carry out work related to academic or curricular and extra curricular activities of the college.
- 6) You will make special efforts to finish the entire syllabus of your papers / subjects always in expected time and to the best satisfaction of the students in your classes, otherwise necessary action will be taken.
- 7) Discipline is a very important aspect in the life of a student. Hence it is to be maintained at all costs. It will be the responsibility of the teachers individually and collectively to maintain good discipline in the class rooms and in the college.
- 8) Good and effective teaching inspire students and encourage them to attend lectures which also solve the attendance and discipline problems. Hence you are supposed to be well prepared in the subject matters before entering your classes.
- 9) You will not be allowed to avail and kind of leave, except casual leave which could be availed only after one month of your joining the service. Casual leave cannot be claimed as a matter of right. It is only for genuine and acceptable reasons.
- 10) Your services will be governed by the rules and regulations framed by the Oriental Education Society, and University of Mumbai.

You are requested to confirm you acceptance in writing and in person within 07 days on receipt of this letter.

Prof. Javed I. Khan

PRESIDENT

PRESIDENT

Oriental Education Society  
MUMBAI

*Sneha*  
Dr. Sangeeta Nath  
Principal



# Oriental College of Education

Date : 01/08/2012.

To,

*Dr. Sangeeta Nath*

Navi Mumbai.

Sub.: Appointment as a Lecturer.

Sir/ Madam,

With reference to your application and subsequent interview with us, the Board of Trustees is pleased to inform you that you are hereby appointed as a Lecturer in Education at our Oriental College of Education, Sanpada, Navi Mumbai - 400 705 w.e.f. 01/08/2012 on a total salary of Rs. 25,000/- (Rupees <sup>FIVE</sup> Twenty Thousand only) per month.

- 1) Your appointment is for the academic year 2012-2013 i.e till 30<sup>th</sup> May 2013. If your performance is found satisfactory, you will be continued in service and your salary will be increased suitable.
- 2) Your college timing will generally be between 9.00 am to 3.30 pm and you will carry out duties as assigned to you by the college authorities and the Principal or Supervisor.
- 3) In the event you want to resign from your service, you will be required to give to the management one month's notice or one month's salary in lieu thereof.
- 4) Your services may be terminated without notice if it is observed that, your performance is not satisfactory and / or your behavior is not in the best interest of the college.

*Received*  
*Sneath*

*Sneath*  
**Dr. Sangeeta Nath**  
Principal  
Oriental College of Education  
Sanpada, Navi Mumbai.



# Oriental College of Education

OCE / 448/2014

Date: 13/11/2014

To,

Mrs. Swarnalata Soni.

C-404, Suraj Residenc, Sector 19,

Kamothe,

Navi Mumbai.

Sub.: Appointment as an Assistant Professor.

Madam,

With reference to your application and subsequent interview with us, the Board of Trustees is pleased to inform you that you are hereby appointed as an Assistant Professor in Education at our Oriental College of Education, Sanpada, Navi Mumbai – 400 705 w.e.f. 13/11/2014 on a total salary of Rs. 25,000 /- (Rupees Twenty Five Thousand only) per month in the time scale of pay rate Rs. 15600 - 39100.

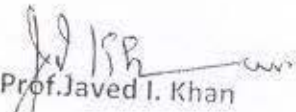
- 1) Your appointment is on probation for 2 years w.e.f. today. If your performance is found satisfactory, you will be continued in service and your salary will be increased suitable.
- 2) Your college timing will generally be between 9.15 am to 3.30 pm and you will carry out duties as assigned to you by the college authorities and the Principal or Supervisor.
- 3) In the event you want to resign from your service, you will be required to give to the management one month's notice or one month's salary in lieu thereof.
- 4) Your services may be terminated without notice if it is observed that, your performance is not satisfactory and / or your behavior is not in the best interest of the college.

*Sneetha*  
**Dr. Sangeeta Nath**  
Principal

Oriental College of Education  
Sanpada, Navi Mumbai.

- 5) Besides teaching, you have to carry out work related to academic or curricular and extra curricular activities of the college.
- 6) You will make special efforts to finish the entire syllabus of your papers / subjects always in expected time and to the best satisfaction of the students in your classes, otherwise necessary action will be taken.
- 7) Discipline is a very important aspect in the life of a student. Hence it is to be maintained at all costs. It will be the responsibility of the teachers individually and collectively to maintain good discipline in the class rooms and in the college.
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Prof. Javed I. Khan

PRESIDENT  
PRESIDENT  
ORIENTAL EDUCATION SOCIETY  
MUMBAI

Received  
S i

  
Dr. Sangeeta Nath  
Principal  
Oriental College of Education  
Sanpada, Navi Mumbai.





# Oriental College of Education

Date : 01/08/2013.

To,

*Mrs. Swarnlata Soni*

Navi Mumbai.

Sub.: Appointment as a Lecturer.

Sir/ Madam,

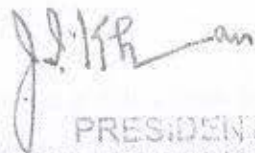
With reference to your application and subsequent interview with us, the Board of Trustees is pleased to inform you that you are hereby appointed as a Lecturer in Education at our Oriental College of Education, Sanpada, Navi Mumbai – 400 705 w.e.f. 01/08/2013 on a total salary of Rs. 20,000/- (Rupees Twenty Thousand only) per month.

- 1) Your appointment is for the academic year 2013-2014 i.e till 30<sup>th</sup> May 2014. If your performance is found satisfactory, you will be continued in service and your salary will be increased suitable.
- 2) Your college timing will generally be between 9.00 am to 3.30 pm and you will carry out duties as assigned to you by the college authorities and the Principal or Supervisor.
- 3) In the event you want to resign from your service, you will be required to give to the management one month's notice or one month's salary in lieu thereof.
- 4) Your services may be terminated without notice if it is observed that, your performance is not satisfactory and / or your behavior is not in the best interest of the college.


*Sneha*  
Dr. Sangeeta Nath  
Principal  
Oriental College of Education  
Sanpada, Navi Mumbai.

- 5) Besides teaching, you have to carry out work related to academic or curricular and extra curricular activities of the college.
- 6) You will make special efforts to finish the entire syllabus of your papers / subjects always in expected time and to the best satisfaction of the students in your classes, otherwise necessary action will be taken.
- 7) Discipline is a very important aspect in the life of a student. Hence it is to be maintained at all costs. It will be the responsibility of the teachers individually and collectively to maintain good discipline in the class rooms and in the college.
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- 10) Your services will be governed by the rules and regulations framed by the Oriental Education Society, and University of Mumbai.

You are requested to confirm your acceptance in writing and in person within 07 days on receipt of this letter.



PRESIDENT  
ORIENTAL EDUCATION SOCIETY  
MUMBAI



Dr. Sangeeta Nath  
Principal  
Oriental College of Education  
Sanpada, Navi Mumbai.



# Oriental College of Education

Ref.No.OCE / 783 / 2017

Date : 10/08/2017.

To,

Mrs. Pushpa Bharat Torne.

Jeevan Vihar , B/504, 5th Floor, Koparkar Marg,

Jaydeep Nagar,

Nahur (E), Mumbai - 400 042.

Sub.: Appointment as an Assistant Professor.

Madam,

With reference to your application and subsequent interview with us, the Board of Trustees is pleased to inform you that you are hereby appointed as an Assistant Professor in Education at our Oriental College of Education, Sanpada, Navi Mumbai – 400 705 w.e.f. 19/07/2017 on a total salary of Rs. 17,000 /- (Rupees Seventeen Thousand only) per month .

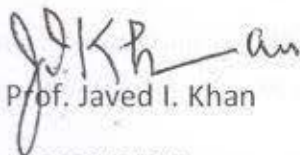
- 1) Your appointment is for the Academic Year 2017 – 2018 i.e. till 30th May'2018 , as temporary till NET/SET clear .
- 2) Your college timing will generally be between 9.15 am to 3.30 pm and you will carry out duties as assigned to you by the college authorities and the Principal or Supervisor.
- 3) In the event you want to resign from your service, you will be required to give to the management one month's notice or one month's salary in lieu thereof.
- 4) Your services may be terminated without notice if it is observed that, your performance is not satisfactory and / or your behavior is not in the best interest of the college.

  
Dr. Sangeeta Nath  
Principal

Oriental College of Education

- 5) Besides teaching, you have to carry out work related to academic or curricular and extra curricular activities of the college.
- 6) You will make special efforts to finish the entire syllabus of your papers / subjects always in expected time and to the best satisfaction of the students in your classes, otherwise necessary action will be taken.
- 7) Discipline is a very important aspect in the life of a student. Hence it is to be maintained at all costs. It will be the responsibility of the teachers individually and collectively to maintain good discipline in the class rooms and in the college.
- 8) Good and effective teaching inspire students and encourage them to attend lectures which also solve the attendance and discipline problems. Hence you are supposed to be well prepared in the subject matters before entering your classes.
- 9) You will not be allowed to avail any kind of leave, except casual leave which could be availed only after one month of your joining the service. Casual leave cannot be claimed as a matter of right. It is only for genuine and acceptable reasons.
- 10) Your services will be governed by the rules and regulations framed by the Oriental Education Society.

You are requested to confirm your acceptance in writing and in person within 07 days on receipt of this letter.

  
Prof. Javed I. Khan

PRESIDENT

Oriental Education Society

Received

  
12-8-2017



ORIENTAL EDUCATION SOCIETY'S

# ORIENTAL COLLEGE OF EDUCATION

Affiliated to University of Mumbai & Approved by National Council for Teacher Education  
(NCTE Code No. 123024)

Sector-2, Plot No. 3,4,5, Adjacent to Sanpada Railway Station, Sanpada (W), Navi Mumbai- 400705

Tel: 022- 27758715 / 022- 27752213, Fax: 022- 27750351, Email: inquiry@oce.edu.in, Website: www.oce.edu.in

Ref. No. OCE / 843 / 2018 .

Date : 16/01/2018.

To,

Mr. Kishorkumar Narayan Chaudhari.

02, Trunpushpa Soc. Sahyadri Narayan,

Nr.Birla College, RTO office,

Kalyan (W) - 421301.

**Sub.: Appointment as an Assistant Professor.**

Sir,

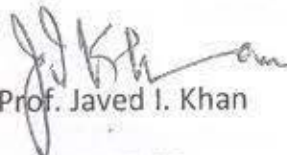
With reference to your application and subsequent interview with us, the Board of Trustees is pleased to inform you that you are hereby appointed as an Assistant Professor in Education at our Oriental College of Education, Sanpada, Navi Mumbai – 400 705 w.e.f. 16/11/2017 on a total salary of Rs. 22,000 /- (Rupees Twenty-two Thousand only) per month .

- 1) Your appointment is for the Academic Year 2017 – 2018 i.e. till 30th May'2018 , as temporary .
- 2) Your college timing will be generally between 9.15 am to 3.30 pm and you will carry out duties as assigned to you by the college authorities and the Principal or Supervisor.
- 3) In the event you want to resign from your service, you will be required to give to the management one month's notice or one month's salary in lieu thereof.
- 4) Your services may be terminated without notice if it is observed that, your performance is not satisfactory and / or your behavior is not in the best interest of the college.

*Sneha*  
Dr. Sangeeta Nath

- 5) Besides teaching, you have to carry out work related to academic or curricular and extracurricular activities of the college.
- 6) You will make special efforts to finish the entire syllabus of your papers/subjects always in expected time and to the best satisfaction of the students in your classes, otherwise necessary action will be taken.
- 7) Discipline is a very important aspect in the life of a student. Hence it is to be maintained at all costs. It will be the responsibility of the teachers individually and collectively to maintain good discipline in the class rooms and in the college.
- 8) Good and effective teaching inspire students and encourage them to attend lectures which also solve the attendance and discipline problems. Hence you are supposed to be well prepared in the subject matters before entering your classes.
- 9) You will not be allowed to avail any kind of leave, except casual leave which could be availed only after one month of your joining the service. Casual leave cannot be claimed as a matter of right. It is only for genuine and acceptable reasons.
- 10) Your services will be governed by the rules and regulations framed by the Oriental Education Society.

You are requested to confirm your acceptance in writing and in person within 07 days on receipt of this letter.

  
Prof. Javed I. Khan

PRESIDENT

Oriental Education Society

PRESIDENT

ORIENTAL EDUCATION SOCIETY  
MUMBAI



  
Dr. Sangeeta Nath

Principal

Oriental College of Education  
Sanpada, Navi Mumbai.



# Oriental College of Education

Ref.No.OCE / 398/2016

Date : 13/06/2016.

Ms.Shilpa S.Naik.

A-304, Jupiter,

Sector 6, Airoli,

Navi - Mumbai – 400 708.

Sub.: Appointment as Assistant Professor.

Madam,

With reference to your application and subsequent interview with us, the Board of Trustees is pleased to inform you that you are hereby appointed as Assistant Professor in Education at our Oriental College of Education, Sanpada, Navi Mumbai – 400 705 w.e.f. 13/06/2016 on a total salary of Rs. 15,100/- (Fifteen Thousand one Hundred only) per month.

Your appointment is on Temporary basis till you clear your NET/SET . If your performance is found satisfactory, you will be continued in service and your salary will be increased suitable.


- 2) Your college timing will generally be between 9.15 am to 3.30 pm and you will carry out duties as assigned to you by the college authorities and the Principal or Supervisor..
- 3) In the event you want to resign from your service, you will be required to give to the management one month's notice or one month's salary in lieu thereof.
- 4) Your services may be terminated without notice if it is observed that, your performance is not satisfactory and / or your behavior is not in the best interest of the college.

*Sneetha*  
**Dr. Sangeeta Nath**  
Principal

Oriental College of Education  
Sanpada, Navi Mumbai.

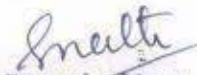
- 5) Besides teaching, you have to carry out work related to academic or curricular and extra curricular activities of the college.
- 6) You will make special efforts to finish the entire syllabus of your papers / subjects always in expected time and to the best satisfaction of the students in your classes, otherwise necessary action will be taken.
- 7) Discipline is a very important aspect in the life of a student. Hence it is to be maintained at all costs. It will be the responsibility of the teachers individually and collectively to maintain good discipline in the class rooms and in the college.
- 8) Good and effective teaching inspire students and encourage them to attend lectures which also solve the attendance and discipline problems. Hence you are supposed to be well prepared in the subject matters before entering your classes.
- 9) You will not be allowed to avail any kind of leave, except casual leave which could be availed only after one month of your joining the service. Casual leave cannot be claimed as a matter of right. It is only for genuine and acceptable reasons.
- 10) Your services will be governed by the rules and regulations framed by the Oriental Education Society, and University of Mumbai.

You are requested to confirm your acceptance in writing and in person within 07 days on receipt of this letter.

  
Prof. Javed I. Khan  
PRESIDENT

Oriental Education Society  
PRESIDENT  
ORIENTAL EDUCATION SOCIETY  
MUMBAI

*Received*  
*Seneals*

  
Dr. Sangeeta Nath  
Principal  
Oriental College of Education  
Sanpada, Navi Mumbai.





Ref. No. OCE / 987/ 2018 .

Date : 20/09/2018.

To,

Dr. Harjot Kaur Dhatt.

Flat No. 302, 3rd floor,

Nanak Co-operative Housing Society,

Plot NO.87, Sector-6,Koperkhairne,

Navi Mumbai - 400 709.

**Sub.: Appointment as an Assistant Professor.**

Sir/Madam,

With reference to your application and subsequent interview with us, the Board of Trustees is pleased to inform you that you are hereby appointed as an Assistant Professor in Education at our Oriental College of Education, Sanpada, Navi Mumbai – 400 705 w.e.f. 01/08/2018 on a total salary of Rs. 30,000 /- (Rupees Thirty Thousand only) per month .

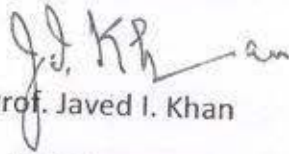
- 1) Your appointment is for the Academic Year 2018 – 2019 i.e. till 31st May'2019 , as temporary .
- 2) Your college timing will be generally between 9.15 am to 3.30 pm and you will carry out duties as assigned to you by the college authorities and the Principal or Supervisor.
- 3) In the event you want to resign from your service, you will be required to give to the management one month's notice or one month's salary in lieu thereof.
- 4) Your services may be terminated without notice if it is observed that, your performance is not satisfactory and / or your behavior is not in the best interest of the college.

*Sneetha*  
**Dr. Sangeeta Nath**  
Principal

Oriental College of Education


- 5) Besides teaching, you have to carry out work related to academic or curricular and extra-curricular activities of the college.
- 6) You will make special efforts to finish the entire syllabus of your papers/subjects always in expected time and to the best satisfaction of the students in your classes, otherwise necessary action will be taken.
- 7) Discipline is a very important aspect in the life of a student. Hence it is to be maintained at all costs. It will be the responsibility of the teachers individually and collectively to maintain good discipline in the class rooms and in the college.
- 8) Good and effective teaching inspire students and encourage them to attend lectures which also solve the attendance and discipline problems. Hence you are supposed to be well prepared in the subject matters before entering your classes.
- 9) You will not be allowed to avail any kind of leave, except casual leave which could be availed only after one month of your joining the service. Casual leave cannot be claimed as a matter of right. It is only for genuine and acceptable reasons.
- 10) Your services will be governed by the rules and regulations framed by the Oriental Education Society.

You are requested to confirm your acceptance in writing and in person within 07 days on receipt of this letter.

  
Prof. Javed I. Khan  
PRESIDENT

Oriental Education Society

*Received  
Hajrat Khan  
20/9/18*

  
**Dr. Sangeeta Nath**  
Principal  
Oriental College of Education  
Sanpada, Navi Mumbai.



Ref.No:OCE/Appointment Letter/2020-21/345

Date: 08-02-2021

To,

**Dr. Rihana Isak Inamdar**

Garonda F Type Co-Opp. Hsg Society,  
Building No F-11, Room No. 02,  
Sector – 9, Opposite ASP School,  
Garonda, Ghansoli, Navi Mumbai – 400 701.

**Subject: - Appointment Order****Dear, Dr. Rihana Isak Inamdar**

With reference to your application for the post of “**Incharge Principal**”, we are pleased to inform you that you have been appointed as Incharge Principal of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis **w.e.f. 16.09.2020** at consolidated salary of **Rs. 45,000/- only** (Rupees Forty Five Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- Proof of age and residence
- Proof of educational qualifications
- Proof of work experience
- Copy of last drawn pay slip/ Bank Statement
- Medical Fitness Certificate
- Discharge/ Reliving Certificate
- Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2020-21 and automatically terminates on last day of academic year 2020-21. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management During this period of temporary appointment your service may be discontinued any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. Responsibilities & Duties:

Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached to your office.

*Ineult*

**6. Full Time Employment:**

Your position is of whole employment with the Institute and you shall devote yourself exclusively to the work and interests of the Institute. You will not take up any other work for remuneration (Part time or Full time) or work in an advisory capacity, or be interested directly or indirectly in any other trade or work during your employment with the Institute, without permission in writing of the Management of the Institute. You will also not seek membership of any local or public bodies without first obtaining specific permission from the management.

**7. Personal Particulars:**

You will keep Institute informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

**8. Nature of Work:**

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by the college management from time to time.

**9. Consultancy:**

The management encourages consultancy and for such work prior permission of the Management would be necessary.

**10. Assignment, Training Seminar & Workshop:**

Though you have been engaged to a specific position, the Institute reserves the right to send you or assign you any of our other Institute's work in Mumbai. You will hold yourself in readiness for any Training, Seminar & Workshop at any place whenever required. Such training would be imparted to you at the Institute's expenses subject to the management approval. Kindly note that refusal to participate in training programme without any extraneous circumstances would lead to automatic termination of your employment.

**11. Secrecy / Confidentiality:**

You will not during the course of your employment with the Institute or at any time thereafter divulge or disclose to whomsoever or make any use whatsoever for your own purpose or for any other purpose other than that of the Institute, of any information or knowledge obtained by you during your employment as to the business or affairs of the Institute including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

**12. Restrain:****1. Access to Information:**

Information is available on need to know basis for specific group and the network file server of the Institute is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

**2. Restriction on Personal Use:**

Use of Institute resources for personal use is strictly restricted. This includes usage of computer resources, information, Internet service, and working time of the Institute for any personal use.

**13. Security:**

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and Institute wide awareness about the need for protection of intellectual property and sensitive information.


**14. Appointment in Good Faith:**

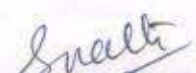
It must be specifically understood that this appointment is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Institute, the Institute shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

**15. Termination of Service:**

Unauthorized absence or absence without permission from duty for continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay. You will be governed by the laid down code of conduct of the Institute and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your services can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Institute reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

Received,  
Promote  
8/2/21

  
Waseem J. Khan  
General Secretary,  
Oriental Education Society

  
Dr. Sangeeta Nath  
Principal  
Oriental College of Education  
Sanpada, Navi Mumbai.



# ORIENTAL COLLEGE OF EDUCATION

Affiliated to University of Mumbai & Approved by National Council For Teacher Education  
(NCTE Code No. 123024)

Sector-2, Plot No. 3,4,5, Adjacent to Sanpada Railway Station, Sanpada (W), Navi Mumbai- 400705.

Tel: 022- 27758715 / 022- 27752213 . Fax: 022- 27750351. Email: Inquiry@oce.edu.in. Website: www.oce.edu.

Ref.No:OCE/Appointment Letter/2020-21/348

Date: 08-02-2021

To,

**Dr. Sarbani Mukherjee**

2003, 20<sup>th</sup> Floor,

Rosehill Rodas Enclave,

Hiranandani Estate, Patali Pada, Thane (West).

**Subject: - Appointment Order**

**Dear, Dr. Sarbani Mukherjee**

With reference to your application for the post of “Assistant Professor”, we are pleased to inform you that you have been appointed as Assistant Professor of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis w.e.f. 01.02.2021 at consolidated salary of Rs. 22,000/- only (Rupees Twenty Two Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- a) Proof of age and residence
- b) Proof of educational qualifications
- c) Proof of work experience
- d) Copy of last drawn pay slip/ Bank Statement
- e) Medical Fitness Certificate
- f) Discharge/ Reliving Certificate
- g) Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2020-21 and automatically terminates on last day of academic year 2020-21. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management During this period of temporary appointment your service may be discontinued any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. Responsibilities & Duties:

Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached to your office. You must effectively perform the same.

**Dr. Sarbani Nath**

# ORIENTAL COLLEGE OF EDUCATION

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(NCTE Code No. 123024)

Sector-2, Plot No. 3,4,5, Adjacent to Sanpada Railway Station, Sanpada (W), Navi Mumbai- 400705.

Tel: 022- 27758715 / 022- 27752213 . Fax: 022- 27750351. Email: inquiry@oce.edu.in. Website: www.oce.edu

## 6. Full Time Employment:

Your position is of whole employment with the Institute and you shall devote yourself exclusively to the work and interests of the Institute. You will not take up any other work for remuneration (Part time or Full time) or work in an advisory capacity, or be interested directly or indirectly in any other trade or work during your employment with the Institute, without permission in writing of the Management of the Institute. You will also not seek membership of any local or public bodies without first obtaining specific permission from the management.

## 7. Personal Particulars:

You will keep Institute informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

## 8. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by the college management from time to time.

## 9. Consultancy:

The management encourages consultancy and for such work prior permission of the Management would be necessary.

## 10. Assignment, Training Seminar & Workshop:

Though you have been engaged to a specific position, the Institute reserves the right to send you or assign you any of our other Institute's work in Mumbai. You will hold yourself in readiness for any Training, Seminar & Workshop at any place whenever required. Such training would be imparted to you at the Institute's expenses subject to the management approval. Kindly note that refusal to participate in training programme without any extraneous circumstances would lead to automatic termination of your employment.

## 11. Secrecy / Confidentiality:

You will not during the course of your employment with the Institute or at any time thereafter divulge or disclose to whomsoever or make any use whatsoever for your own purpose or for any other purpose other than that of the Institute, of any information or knowledge obtained by you during your employment as to the business or affairs of the Institute including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

## 12. Restrain:

### 1. Access to Information:

Information is available on need to know basis for specific group and the network file server of the Institute is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

### 2. Restriction on Personal Use:

Use of Institute resources for personal use is strictly restricted. This includes usage of computer resources, information, Internet services, and *includes* the Institute's *includes*

# ORIENTAL COLLEGE OF EDUCATION

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Sector-2; Plot No. 3,4,5, Adjacent to Sanpada Railway Station, Sanpada (W), Navi Mumbai- 400705.

Tel: 022- 27758715 / 022- 27752213 . Fax: 022- 27750351. Email: inquiry@oce.edu.in. Website: www.oce.edu.in

## 13. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and Institute wide awareness about the need for protection of intellectual property and sensitive information.

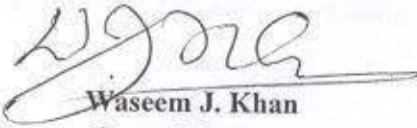
## 14. Appointment in Good Faith:

It must be specifically understood that this appointment is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Institute, the Institute shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

## 15. Termination of Service:

Unauthorized absence or absence without permission from duty for continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay. You will be governed by the laid down code of conduct of the Institute and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your services can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Institute reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

*Accepted*  
*Jabbar*

  
Waseem J. Khan  
General Secretary,  
Oriental Education Society

  
Dr. Sangeeta Nath  
Principal  
Oriental College of Education  
Sanpada, Navi Mumbai.





Ref.No:OCE/Appointment Letter/2020-21/350

Date: 08-02-2021

To,

**Ms. Kalpana Harishchandra Navale**406, C-5, 4<sup>th</sup> Floor,

Vindhyachal Lokdhara Apartment,

Lokgram, Kalyan (East).

**Subject: - Appointment Order****Dear, Ms. Kalpana Harishchandra Navale**

With reference to your application for the post of "Assistant Professor", we are pleased to inform you that you have been appointed as Assistant Professor of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis w.e.f. 01.02.2021 at consolidated salary of **Rs. 20,000/- only** (Rupees Twenty Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- a) Proof of age and residence
- b) Proof of educational qualifications
- c) Proof of work experience
- d) Copy of last drawn pay slip/ Bank Statement
- e) Medical Fitness Certificate
- f) Discharge/ Reliving Certificate
- g) Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2020-21 and automatically terminates on last day of academic year 2020-21. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management During this period of temporary appointment your service may be discontinued any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. Responsibilities & Duties:

Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached to your office.

*S. Nath*  
**Sangeeta Nath**



# ORIENTAL COLLEGE OF EDUCATION

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(NCTE Code No. 123024)

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Tel: 022- 27758715 / 022- 27752213 . Fax: 022- 27750351. Email: inquiry@oce.edu.in. Website: www.oce.edu.in

## 6. Full Time Employment:

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## 7. Personal Particulars:

You will keep Institute informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

## 8. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by the college management from time to time.

## 9. Consultancy:

The management encourages consultancy and for such work prior permission of the Management would be necessary.

## 10. Assignment, Training Seminar & Workshop:

Though you have been engaged to a specific position, the Institute reserves the right to send you or assign you any of our other Institute's work in Mumbai. You will hold yourself in readiness for any Training, Seminar & Workshop at any place whenever required. Such training would be imparted to you at the Institute's expenses subject to the management approval. Kindly note that refusal to participate in training programme without any extraneous circumstances would lead to automatic termination of your employment.

## 11. Secrecy / Confidentiality:

You will not during the course of your employment with the Institute or at any time thereafter divulge or disclose to whomsoever or make any use whatsoever for your own purpose or for any other purpose other than that of the Institute, of any information or knowledge obtained by you during your employment as to the business or affairs of the Institute including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

## 12. Restrain:

### 1. Access to Information:

Information is available on need to know basis for specific group and the network file server of the Institute is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

### 2. Restriction on Personal Use:

Use of Institute resources for personal use is strictly restricted. This includes usage of computer resources, information, Internet services and *Snally*

**13. Security:**

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and Institute wide awareness about the need for protection of intellectual property and sensitive information.

**14. Appointment in Good Faith:**

It must be specifically understood that this appointment is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Institute, the Institute shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

**15. Termination of Service:**

Unauthorized absence or absence without permission from duty for continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay. You will be governed by the laid down code of conduct of the Institute and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your services can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Institute reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

**Waseem J. Khan**  
General Secretary,  
Oriental Education Society

**Dr. Sangeeta Nath**  
Principal

Oriental College of Education  
Sanpada, Navi Mumbai.

*Waseem*  
*Accepted*



# ORIENTAL COLLEGE OF EDUCATION

Affiliated to University of Mumbai & Approved by National Council For Teacher Education  
(NCTE Code No. 123024)

Sector-2, Plot No. 3,4,5, Adjacent to Sanpada Railway Station, Sanpada (W), Navi Mumbai- 400705.

Tel: 022- 27758715 / 022- 27752213 . Fax: 022- 27750351. Email: inquiry@oce.edu.in. Website: www.oce.edu.in

Ref.No:OCE/Appointment Letter/2020-21/351

Date: 08-02-2021

To,

**Mr. Sartajali Khan**

Samrat Ashok Nagar,

Opp. Navjeevan Society,

R. C. Marg, Chembur, Mumbai.

**Subject: - Appointment Order**

**Dear, Mr. Sartajali Khan**

With reference to your application for the post of “Assistant Professor”, we are pleased to inform you that you have been appointed as Assistant Professor of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis w.e.f. 01.02.2021 at consolidated salary of **Rs. 20,000/- only** (Rupees Twenty Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- a) Proof of age and residence
- b) Proof of educational qualifications
- c) Proof of work experience
- d) Copy of last drawn pay slip/ Bank Statement
- e) Medical Fitness Certificate
- f) Discharge/ Reliving Certificate
- g) Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2020-21 and automatically terminates on last day of academic year 2020-21. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management During this period of temporary appointment your service may be discontinued any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. Responsibilities & Duties:

Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached

*S. N. Nath*  
Dr. S. N. Nath

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## 6. Full Time Employment:

Your position is of whole employment with the Institute and you shall devote yourself exclusively to the work and interests of the Institute. You will not take up any other work for remuneration (Part time or Full time) or work in an advisory capacity, or be interested directly or indirectly in any other trade or work during your employment with the Institute, without permission in writing of the Management of the Institute. You will also not seek membership of any local or public bodies without first obtaining specific permission from the management.

## 7. Personal Particulars:

You will keep Institute informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

## 8. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by the college management from time to time.

## 9. Consultancy:

The management encourages consultancy and for such work prior permission of the Management would be necessary.

## 10. Assignment, Training Seminar & Workshop:

Though you have been engaged to a specific position, the Institute reserves the right to send you or assign you any of our other Institute's work in Mumbai. You will hold yourself in readiness for any Training, Seminar & Workshop at any place whenever required. Such training would be imparted to you at the Institute's expenses subject to the management approval. Kindly note that refusal to participate in training programme without any extraneous circumstances would lead to automatic termination of your employment.

## 11. Secrecy / Confidentiality:

You will not during the course of your employment with the Institute or at any time thereafter divulge or disclose to whomsoever or make any use whatsoever for your own purpose or for any other purpose other than that of the Institute, of any information or knowledge obtained by you during your employment as to the business or affairs of the Institute including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

## 12. Restrain:

### 1. Access to Information:

Information is available on need to know basis for specific group and the network file server of the Institute is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

### 2. Restriction on Personal Use:

Use of Institute resources for personal use is strictly restricted. This includes usage of computer resources, information, Internet service, and working time of

*S. Nath*  
Dr. Sandeep Nath



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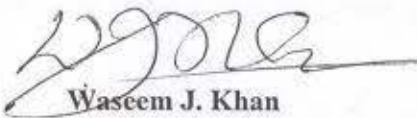
### 14. Appointment in Good Faith:

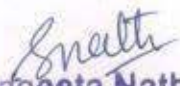
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### 15. Termination of Service:

Unauthorized absence or absence without permission from duty for continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay. You will be governed by the laid down code of conduct of the Institute and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your services can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Institute reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

*Received.*  
*Ali*

  
**Waseem J. Khan**  
General Secretary,  
Oriental Education Society

  
**Dr. Sangeeta Nath**  
Principal  
Oriental College of Education  
Sanpada, Navi Mumbai.



ORIENTAL EDUCATION SOCIETY'S

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Ref.No:OCE/Appointment Letter/2020-21/352

Date: 08-02-2021

To,

**Ms. Prerna Kamble**

Vikasini CHS., Flat No. F-663,

Plot No. 1C, Sector- 8B,

CBD Belapur, Navi Mumbai.

**Subject: - Appointment Order**

**Dear, Ms. Prerna Kamble**

With reference to your application for the post of "Assistant Professor", we are pleased to inform you that you have been appointed as Assistant Professor of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis w.e.f. 01.02.2021 at consolidated salary of Rs. 17,000/- only (Rupees Seventeen Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- a) Proof of age and residence
- b) Proof of educational qualifications
- c) Proof of work experience
- d) Copy of last drawn pay slip/ Bank Statement
- e) Medical Fitness Certificate
- f) Discharge/ Reliving Certificate
- g) Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2020-21 and automatically terminates on last day of academic year 2020-21. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management During this period of temporary appointment your service may be discontinued any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. Responsibilities & Duties:

Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached to your post.

*Sangeeta Nath*  
Dr. Sangeeta Nath



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## 6. Full Time Employment:

Your position is of whole employment with the Institute and you shall devote yourself exclusively to the work and interests of the Institute. You will not take up any other work for remuneration (Part time or Full time) or work in an advisory capacity, or be interested directly or indirectly in any other trade or work during your employment with the Institute, without permission in writing of the Management of the Institute. You will also not seek membership of any local or public bodies without first obtaining specific permission from the management.

## 7. Personal Particulars:

You will keep institute informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

## 8. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by the college management from time to time.

## 9. Consultancy:

The management encourages consultancy and for such work prior permission of the Management would be necessary.

## 10. Assignment, Training Seminar & Workshop:

Though you have been engaged to a specific position, the Institute reserves the right to send you or assign you any of our other Institute's work in Mumbai. You will hold yourself in readiness for any Training, Seminar & Workshop at any place whenever required. Such training would be imparted to you at the Institute's expenses subject to the management approval. Kindly note that refusal to participate in training programme without any extraneous circumstances would lead to automatic termination of your employment.

## 11. Secrecy / Confidentiality:

You will not during the course of your employment with the Institute or at any time thereafter divulge or disclose to whomsoever or make any use whatsoever for your own purpose or for any other purpose other than that of the Institute, of any information or knowledge obtained by you during your employment as to the business or affairs of the Institute including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

## 12. Restrain:

### 1. Access to Information:

Information is available on need to know basis for specific group and the network file server of the Institute is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

### 2. Restriction on Personal Use:

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### 14. Appointment in Good Faith:

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### 15. Termination of Service:

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*Handwritten signature*  
*4/2/2021*

*Handwritten signature*  
**Waseem J. Khan**  
General Secretary,  
Oriental Education Society

*Handwritten signature*  
**Dr. Sangeeta Nath**  
Principal  
Oriental College of Education  
Sanpada, Navi Mumbai.



Ref.No:OCE/Appointment Letter/2021-22/388

Date: 01-07-2021

To,

**Ms. Renu Chaudhary**

301, River Dale, Casa Rio,

Palava City, Dombivali (East) - 421 204.

**Subject: - Appointment Order****Dear, Ms. Renu Chaudhary**

With reference to your application for the post of “Assistant Professor”, we are pleased to inform you that you have been appointed as Assistant Professor of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis **w.e.f. 15.06.2021** at consolidated salary of **Rs. 22,000/- only** (Rupees Twenty Two Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- a) Proof of age and residence
- b) Proof of educational qualifications
- c) Proof of work experience
- d) Copy of last drawn pay slip/ Bank Statement
- e) Medical Fitness Certificate
- f) Discharge/ Relieving Certificate
- g) Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2021-22 and automatically terminates on last day of academic year 2021-22. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. Responsibilities & Duties:

Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached to your office. You must effectively perform to ensure results and follow the code of conduct.

*[Signature]*  
Dr. Sandeeta Nath

**6. Full Time Employment:**

Your position is of whole employment with the Institute and you shall devote yourself exclusively to the work and interests of the Institute. You will not take up any other work for remuneration (Part time or Full time) or work in an advisory capacity, or be interested directly or indirectly in any other trade or work during your employment with the Institute, without permission in writing of the Management of the Institute. You will also not seek membership of any local or public bodies without first obtaining specific permission from the management.

**7. Personal Particulars:**

You will keep Institute informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

**8. Nature of Work:**

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by the college management from time to time.

**9. Consultancy:**

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**11. Secrecy / Confidentiality:**

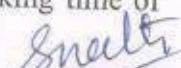
You will not during the course of your employment with the Institute or at any time thereafter divulge or disclose to whomsoever or make any use whatsoever for your own purpose or for any other purpose other than that of the Institute, of any information or knowledge obtained by you during your employment as to the business or affairs of the Institute including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

**12. Restrain:****1. Access to Information:**

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**2. Restriction on Personal Use:**

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**Dr. Sangeeta Nath**



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**Waseem J. Khan**  
General Secretary,  
Oriental Education Society

Received  
6/7/2021.

**Dr. Sangeeta Nath**  
Principal  
Oriental College of Education  
Sanpada, Navi Mumbai.



Ref.No:OCE/Appointment Letter/2021-22/389

Date: 01-07-2021

To,

**Ms. Divya Wadhwa**

Flat No. 12, Building No. 03,

JN 4, Shantisagar Apartment,

Sector-10, Vashi, Navi Mumbai – 400 703.

**Subject: - Appointment Order****Dear, Ms. Divya Wadhwa**

With reference to your application for the post of “Assistant Professor”, we are pleased to inform you that you have been appointed as Assistant Professor of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis **w.e.f. 15.06.2021** at consolidated salary of **Rs. 17,000/- only** (Rupees Seventeen Thousand only) per month. Your appointment is subject to the following terms and conditions:-

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2. Your appointment is on temporary basis for academic year 2021-22 and automatically terminates on last day of academic year 2021-22. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

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The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

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Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached to your office.

You must effectively perform to ensure results and follow the code of conduct.

*Sneha*  
Dr. Sangeeta Nath



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Dr. Sangeeta Nath

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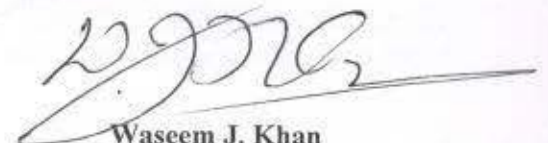
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*Received*  
*Dipakbhatnagar*

  
Waseem J. Khan  
General Secretary,  
Oriental Education Society

  
Dr. Sangeeta Nath  
Principal  
Oriental College of Education



Ref.No:OCE/Appointment Letter/2023-24/32

Date: 25/08/2023

To,

**Ms. Divya Wadhwa**

Flat No. 12, Building No. 3,

JN-4, Shanti Sagar Apartment,

Sector-10, Vashi, Navi Mumbai.

**Subject: - Appointment Order****Dear, Ms. Divya Wadhwa**

With reference to your application for the post of “Assistant Professor”, we are pleased to inform you that you have been appointed as Assistant Professor of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis **w.e.f. 26.06.2023** at consolidated salary of **Rs. 20,000/- only** (Rupees Twenty Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- Proof of age and residence
- Proof of educational qualifications
- Proof of work experience
- Copy of last drawn pay slip/ Bank Statement
- Medical Fitness Certificate
- Discharge/ Relieving Certificate
- Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2023-24 and automatically terminates on last day of academic year 2023-24. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. Responsibilities & Duties:

Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached to your office. You must effectively perform to ensure results and follow the code of conduct.

*Snally*  
Dr. Sangeeta Kulkarni





6. Full Time Employment:

Your position is of whole employment with the Institute and you shall devote yourself exclusively to the work and interests of the Institute. You will not take up any other work for remuneration (Part time or Full time) or work in an advisory capacity, or be interested directly or indirectly in any other trade or work during your employment with the Institute, without permission in writing of the Management of the Institute. You will also not seek membership of any local or public bodies without first obtaining specific permission from the management.

7. Personal Particulars:

You will keep Institute informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

8. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by the college Management from time to time.

9. Consultancy:

The Management encourages consultancy and for such work prior permission of the Management would be necessary.

10. Assignment, Training Seminar & Workshop:

Though you have been engaged to a specific position, the Institute reserves the right to send you or assign you any of our other Institute's work in Mumbai. You will hold yourself in readiness for any Training, Seminar & Workshop at any place whenever required. Such training would be imparted to you at the Institute's expenses subject to the Management approval. Kindly note that refusal to participate in training programme without any extraneous circumstances would lead to automatic termination of your employment.

11. Secrecy / Confidentiality:

You will not during the course of your employment with the Institute or at any time thereafter divulge or disclose to whomsoever or make any use whatsoever for your own purpose or for any other purpose other than that of the Institute, of any information or knowledge obtained by you during your employment as to the business or affairs of the Institute including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

12. Restrain:

1. Access to Information:

Information is available on need to know basis for specific group and the network file server of the Institute is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

2. Restriction on Personal Use:

Use of Institute resources for personal use is strictly restricted. This includes usage of computer resources, information, Internet service, and working time of the Institute for any personal use.

*Sneha*  
Dr. Sangeeta Nath



ORIENTAL EDUCATION SOCIETY'S

# ORIENTAL COLLEGE OF EDUCATION

Affiliated to University of Mumbai & Approved by National Council For Teacher Education  
(NCTE Code No. 123024)

Sector-2, Plot No. 3,4,5, Adjacent to Sanpada Railway Station, Sanpada (W), Navi Mumbai- 400705.

Tel: 022- 27758715 / 022- 27752213 . Fax: 022- 27750351. Email: inquiry@oce.edu.in. Website: www.oce.edu.in

### 13. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and Institute wide awareness about the need for protection of intellectual property and sensitive information.

### 14. Appointment in Good Faith:

It must be specifically understood that this appointment is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Institute, the Institute shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

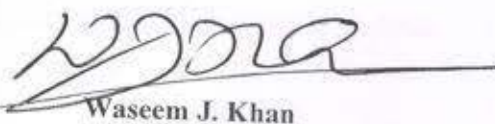
### 15. Notice Period:

In case, you intend to leave the services after joining the post, of your own accord during this Ad-hoc period, you shall give us one month notice or payment of one month basic pay.

### 16. Termination of Service:

Unauthorized absence or absence without permission from duty for continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay. You will be governed by the laid down code of conduct of the Institute and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your services can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Institute reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

  
Dr. Sangeeta Nath



Waseem J. Khan  
General Secretary,  
Oriental Education Society

  
Dr. Sangeeta Nath



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Ref.No:OCE/Appointment Letter/2021-22/430

Date: 17-12-2021

To,

**Ms. Tejal Pramod Nikam**

Prabhadhini Darshan CHS., A-202,

Plot No. 9/10, Sector 12/D,

Koparkhairane, Navi Mumbai.

## **Subject: - Appointment Order**

**Dear, Ms. Tejal Pramod Nikam**

With reference to your application for the post of "Assistant Professor", we are pleased to inform you that you have been appointed as Assistant Professor of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis **w.e.f. 20.10.2021** at consolidated salary of **Rs. 20,000/- only** (Rupees Twenty Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- a) Proof of age and residence
- b) Proof of educational qualifications
- c) Proof of work experience
- d) Copy of last drawn pay slip/ Bank Statement
- e) Medical Fitness Certificate
- f) Discharge/ Relieving Certificate
- g) Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2021-22 and automatically terminates on last day of academic year 2021-22. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

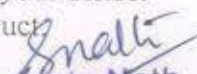
4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. Responsibilities & Duties:

Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached to your office.

You must effectively perform to ensure results and follow the code of conduct

  
**Dr. Sangeeta Nath**



## 6. Full Time Employment:

Your position is of whole employment with the Institute and you shall devote yourself exclusively to the work and interests of the Institute. You will not take up any other work for remuneration (Part time or Full time) or work in an advisory capacity, or be interested directly or indirectly in any other trade or work during your employment with the Institute, without permission in writing of the Management of the Institute. You will also not seek membership of any local or public bodies without first obtaining specific permission from the management.

## 7. Personal Particulars:

You will keep Institute informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

## 8. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by the college management from time to time.

## 9. Consultancy:

The management encourages consultancy and for such work prior permission of the Management would be necessary.

## 10. Assignment, Training Seminar & Workshop:

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## 11. Secrecy / Confidentiality:

You will not during the course of your employment with the Institute or at any time thereafter divulge or disclose to whomsoever or make any use whatsoever for your own purpose or for any other purpose other than that of the Institute, of any information or knowledge obtained by you during your employment as to the business or affairs of the Institute including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

## 12. Restrain:

### 1. Access to Information:

Information is available on need to know basis for specific group and the network file server of the Institute is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

### 2. Restriction on Personal Use:

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*Sneek*

**13. Security:**

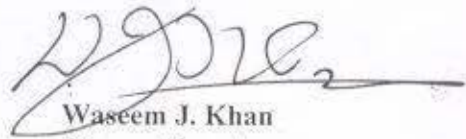
Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and Institute wide awareness about the need for protection of intellectual property and sensitive information.

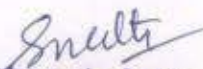
**14. Appointment in Good Faith:**

It must be specifically understood that this appointment is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Institute, the Institute shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

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**Waseem J. Khan**  
General Secretary,  
Oriental Education Society

  
**Dr. Sangeeta Nath**  
Principal  
Oriental College of Education



Ref.No:OCE/Appointment Letter/2022-23/512

Date: 07/10/2022

To,

**Ms. Tejal Pramod Nikam**

Prabhadhini Darshan Chs., A-202,

Plot No. 9/10, Sector 12/D,

Koparkhairane, Navi Mumbai.

**Subject: - Appointment Order****Dear, Ms. Tejal Pramod Nikam**

We are pleased to inform you that you have been appointed as "Assistant Professor" of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis w.e.f. 01.06.2022 at consolidated salary of **Rs. 20,000/- only** (Rupees Twenty Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- a) Proof of age and residence
- b) Proof of educational qualifications
- c) Proof of work experience
- d) Copy of last drawn pay slip/ Bank Statement
- e) Medical Fitness Certificate
- f) Discharge/ Relieving Certificate
- g) Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2022-23 and automatically terminates on last day of academic year 2022-23. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

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The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

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*Smedly*  
**Dr. Sangeeta Nath**



# ORIENTAL COLLEGE OF EDUCATION

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(NCTE Code No. 123024)

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Tel: 022- 27758715 / 022- 27752213 . Fax: 022- 27750351. Email: inquiry@oce.edu.in. Website: www.oce.edu.

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## 12. Restrain:

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Dr. Sangeeta Nath



### 13. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and Institute wide awareness about the need for protection of intellectual property and sensitive information.

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### 15. Notice Period:

In case, you intend to leave the services after joining the post, of your own accord during this Ad-hoc period, you shall give us one month notice or payment of one month basic pay.

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*Teyal*  
*Rece*  
*07/10/2022*

  
Waseem J. Khan

General Secretary,  
Oriental Education Society

  
Dr. Sangeeta Nath





Ref.No:OCE/Appointment Letter/2023-24/29

Date: 25/08 /2023

To,

**Ms. Tejal Pramod Nikam**

Prabhadhini Darshan Chs., A-202,

Plot No. 9/10, Sector 12/D,

Koparkhairane, Navi Mumbai.

**Subject: - Appointment Order**

**Dear, Ms. Tejal Pramod Nikam**

We are pleased to inform you that you have been appointed as “Assistant Professor” of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis w.e.f. 19.06.2023 at consolidated salary of **Rs. 24,000/- only** (Rupees Twenty Four Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- a) Proof of age and residence
- b) Proof of educational qualifications
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2. Your appointment is on temporary basis for academic year 2023-24 and automatically terminates on last day of academic year 2023-24. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

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*Sneha*  
Dr. Sandeep Nath

**6. Full Time Employment:**

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Received  
25/8

Waseem J. Khan  
General Secretary,  
Oriental Education Society

Dr. Sangeeta Nath



Ref.No:OCE/Appointment Letter/2021-22/431

Date: 17-12-2021

To,

**Ms. Asmita Prashant Wewhare**

604, Sai Ashish Apartment, Plot No. 39,

Sector -20, Kamothe, Navi Mumbai.

**Subject: - Appointment Order****Dear, Ms. Asmita Prashant Wewhare**

With reference to your application for the post of "Assistant Professor", we are pleased to inform you that you have been appointed as Assistant Professor of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis **w.e.f. 20.10.2021** at consolidated salary of **Rs. 20,000/- only** (Rupees Twenty Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- a) Proof of age and residence
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- e) Medical Fitness Certificate
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- g) Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2021-22 and automatically terminates on last day of academic year 2021-22. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

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The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. Responsibilities & Duties:

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*Sneha*  
**Dr. Sangeeta Nath**

**6. Full Time Employment:**

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Sector-2, Plot No. 3,4,5, Adjacent to Sanpada Railway Station, Sanpada (W), Navi Mumbai- 400705.

Tel: 022- 27758715 / 022- 27752213 . Fax: 022- 27750351. Email: inquiry@oce.edu.in. Website: www.oce.edu.in

13. Security:

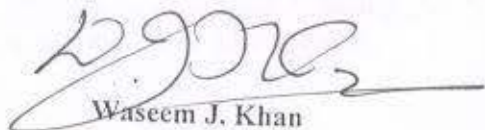
Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and Institute wide awareness about the need for protection of intellectual property and sensitive information.

14. Appointment in Good Faith:

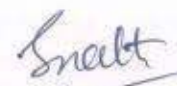
It must be specifically understood that this appointment is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Institute, the Institute shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

15. Termination of Service:

Unauthorized absence or absence without permission from duty for continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay. You will be governed by the laid down code of conduct of the Institute and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your services can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Institute reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.



Waseem J. Khan  
General Secretary,  
Oriental Education Society



Dr. Sangeeta Nath  
Principal  
Oriental College of Education



# ORIENTAL COLLEGE OF EDUCATION

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(NCTE Code No. 123024)

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Ref.No:OCE/Appointment Letter/2022-23/513

Date: 07/10/2022

To,

**Ms. Asmita Prashant Wewhare**

604, Sai Ashish Apartment, Plot No. 39,  
Sector -20, Kamothe, Navi Mumbai.

**Subject: - Appointment Order**

**Dear, Ms. Asmita Prashant Wewhare**

We are pleased to inform you that you have been appointed as "**Assistant Professor**" of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis **w.e.f. 04.07.2022** at consolidated salary of **Rs. 20,000/- only** (Rupees Twenty Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.
  - a) Proof of age and residence
  - b) Proof of educational qualifications
  - c) Proof of work experience
  - d) Copy of last drawn pay slip/ Bank Statement
  - e) Medical Fitness Certificate
  - f) Discharge/ Relieving Certificate
  - g) Two Passport size photographs
2. Your appointment is on temporary basis for academic year 2022-23 and automatically terminates on last day of academic year 2022-23. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.
3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.
4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.
5. Responsibilities & Duties:

Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached to your office. You must effectively perform to ensure results and follow the code of conduct.

*Sneha*

ORIENTAL EDUCATION SOCIETY'S  
**ORIENTAL COLLEGE OF EDUCATION**

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Tel: 022- 27758715 / 022- 27752213 . Fax: 022- 27750351. Email: inquiry@oce.edu.in. Website: www.oce.edu.in

**6. Full Time Employment:**

Your position is of whole employment with the Institute and you shall devote yourself exclusively to the work and interests of the Institute. You will not take up any other work for remuneration (Part time or Full time) or work in an advisory capacity, or be interested directly or indirectly in any other trade or work during your employment with the Institute, without permission in writing of the Management of the Institute. You will also not seek membership of any local or public bodies without first obtaining specific permission from the management.

**7. Personal Particulars:**

You will keep Institute informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

**8. Nature of Work:**

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by the college Management from time to time.

**9. Consultancy:**

The Management encourages consultancy and for such work prior permission of the Management would be necessary.

**10. Assignment, Training Seminar & Workshop:**

Though you have been engaged to a specific position, the Institute reserves the right to send you or assign you any of our other Institute's work in Mumbai. You will hold yourself in readiness for any Training, Seminar & Workshop at any place whenever required. Such training would be imparted to you at the Institute's expenses subject to the Management approval. Kindly note that refusal to participate in training programme without any extraneous circumstances would lead to automatic termination of your employment.

**11. Secrecy / Confidentiality:**

You will not during the course of your employment with the Institute or at any time thereafter divulge or disclose to whomsoever or make any use whatsoever for your own purpose or for any other purpose other than that of the Institute, of any information or knowledge obtained by you during your employment as to the business or affairs of the Institute including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

**12. Restrain:**

**1. Access to Information:**

Information is available on need to know basis for specific group and the network file server of the Institute is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

**2. Restriction on Personal Use:**

Use of Institute resources for personal use is strictly restricted. This includes usage of computer resources, information, Internet service, and working time of the Institute for any personal use.

*Smelt*  
Dr. Sangeeta Math



# ORIENTAL COLLEGE OF EDUCATION

Affiliated to University of Mumbai & Approved by National Council For Teacher Education  
(NCTE Code No. 123024)

Sector-2, Plot No. 3,4,5, Adjacent to Sanpada Railway Station, Sanpada (W), Navi Mumbai- 400705.

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## 13. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and Institute wide awareness about the need for protection of intellectual property and sensitive information.

## 14. Appointment in Good Faith:

It must be specifically understood that this appointment is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Institute, the Institute shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

## 15. Notice Period:

In case, you intend to leave the services after joining the post, of your own accord during this Ad-hoc period, you shall give us one month notice or payment of one month basic pay.

## 16. Termination of Service:

Unauthorized absence or absence without permission from duty for continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay. You will be governed by the laid down code of conduct of the Institute and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your services can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Institute reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

*Santa*  
07/10/22

*Waseem J. Khan*  
Waseem J. Khan  
General Secretary,  
Oriental Education Society

*Sangeeta Nath*  
Dr. Sangeeta Nath



# ORIENTAL EDUCATION SOCIETY'S ORIENTAL COLLEGE OF EDUCATION

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Ref.No:OCE/Appointment Letter/2023-24/30.

Date: 25/08/2023

To,

**Ms. Asmita Prashant Wewhare**

604, Sai Ashish Apartment, Plot No. 39,

Sector -20, Kamothe, Navi Mumbai.

**Subject: - Appointment Order**

**Dear, Ms. Asmita Prashant Wewhare**

We are pleased to inform you that you have been appointed as “Assistant Professor” of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis w.e.f. 19.06.2023 at consolidated salary of **Rs. 24,000/- only** (Rupees Twenty Four Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- Proof of age and residence
- Proof of educational qualifications
- Proof of work experience
- Copy of last drawn pay slip/ Bank Statement
- Medical Fitness Certificate
- Discharge/ Relieving Certificate
- Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2023-24 and automatically terminates on last day of academic year 2023-24. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. Responsibilities & Duties:

Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached to your office. You must effectively perform to ensure results and follow the code of conduct.

*S. Nath*  
**Dr. Sangeeta Nath**

**6. Full Time Employment:**

Your position is of whole employment with the Institute and you shall devote yourself exclusively to the work and interests of the Institute. You will not take up any other work for remuneration (Part time or Full time) or work in an advisory capacity, or be interested directly or indirectly in any other trade or work during your employment with the Institute, without permission in writing of the Management of the Institute. You will also not seek membership of any local or public bodies without first obtaining specific permission from the management.

**7. Personal Particulars:**

You will keep Institute informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

**8. Nature of Work:**

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by the college Management from time to time.

**9. Consultancy:**

The Management encourages consultancy and for such work prior permission of the Management would be necessary.

**10. Assignment, Training Seminar & Workshop:**

Though you have been engaged to a specific position, the Institute reserves the right to send you or assign you any of our other Institute's work in Mumbai. You will hold yourself in readiness for any Training, Seminar & Workshop at any place whenever required. Such training would be imparted to you at the Institute's expenses subject to the Management approval. Kindly note that refusal to participate in training programme without any extraneous circumstances would lead to automatic termination of your employment.

**11. Secrecy / Confidentiality:**

You will not during the course of your employment with the Institute or at any time thereafter divulge or disclose to whomsoever or make any use whatsoever for your own purpose or for any other purpose other than that of the Institute, of any information or knowledge obtained by you during your employment as to the business or affairs of the Institute including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

**12. Restrain:****1. Access to Information:**

Information is available on need to know basis for specific group and the network file server of the Institute is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

**2. Restriction on Personal Use:**

Use of Institute resources for personal use is strictly restricted. This includes usage of computer resources, information, Internet service, and working time of the Institute for any personal use.

**13. Security:**

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**14. Appointment in Good Faith:**

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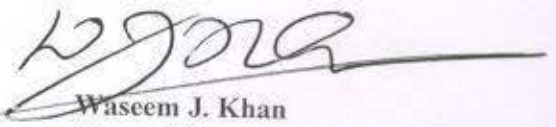
**15. Notice Period:**

In case, you intend to leave the services after joining the post, of your own accord during this Ad-hoc period, you shall give us one month notice or payment of one month basic pay.

**16. Termination of Service:**

Unauthorized absence or absence without permission from duty for continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay. You will be governed by the laid down code of conduct of the Institute and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your services can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Institute reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

*Santy*



Waseem J. Khan  
General Secretary,  
Oriental Education Society

  
Dr. Sangeeta Nath  
Principal



Ref.No:OCE/Appointment Letter/2021-22/468

Date: 17-05-2022

To,

**Ms. Pooja Tiwari**

B-303, Matruchaya,

Plot No. 60/67, Sector-20,

CBD Belapur, Navi Mumbai - 400 614.

**Subject: - Appointment Order**

**Dear, Ms. Pooja Tiwari**

With reference to your application for the post of "**Assistant Professor**", we are pleased to inform you that you have been appointed as Assistant Professor of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis **w.e.f. 08.02.2022** at consolidated salary of **Rs. 20,000/- only** (Rupees Twenty Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- a) Proof of age and residence
- b) Proof of educational qualifications
- c) Proof of work experience
- d) Copy of last drawn pay slip/ Bank Statement
- e) Medical Fitness Certificate
- f) Discharge/ Relieving Certificate
- g) Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2021-22 and automatically terminates on last day of academic year 2021-22. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. Responsibilities & Duties:

Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached to your office. You must effectively perform to ensure results and follow the code of conduct.

*Sneha*  
**Dr. Sangeeta Nath**  
Principal

**6. Full Time Employment:**

Your position is of whole employment with the Institute and you shall devote yourself exclusively to the work and interests of the Institute. You will not take up any other work for remuneration (Part time or Full time) or work in an advisory capacity, or be interested directly or indirectly in any other trade or work during your employment with the Institute, without permission in writing of the Management of the Institute. You will also not seek membership of any local or public bodies without first obtaining specific permission from the management.

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**8. Nature of Work:**

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**9. Consultancy:**

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**11. Secrecy / Confidentiality:**

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**12. Restrain:****1. Access to Information:**

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**2. Restriction on Personal Use:**

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Waseem J. Khan  
General Secretary,  
Oriental Education Society

Received

Rupj

Sneha

Dr. Sandeeta Nath



ORIENTAL EDUCATION SOCIETY'S

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(NCTE Code No. 123024)

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Ref.No:OCE/Appointment Letter/2022-23/516

Date: 07/10/2022

To,

**Ms. Pooja Tiwari**

B-303, Matruchaya,

Plot No. 60/67, Sector-20,

CBD Belapur, Navi Mumbai - 400 614.

**Subject: - Appointment Order**

**Dear, Ms. Pooja Tiwari**

We are pleased to inform you that you have been appointed as "**Assistant Professor**" of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis **w.e.f. 21.06.2022** at consolidated salary of **Rs. 22,000/- only** (Rupees Twenty Two Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- Proof of age and residence
- Proof of educational qualifications
- Proof of work experience
- Copy of last drawn pay slip/ Bank Statement
- Medical Fitness Certificate
- Discharge/ Relieving Certificate
- Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2022-23 and automatically terminates on last day of academic year 2022-23. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. Responsibilities & Duties:

Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached to your office. You must effectively perform to ensure results and follow the code of conduct.

*Sneha*



**6. Full Time Employment:**

Your position is of whole employment with the Institute and you shall devote yourself exclusively to the work and interests of the Institute. You will not take up any other work for remuneration (Part time or Full time) or work in an advisory capacity, or be interested directly or indirectly in any other trade or work during your employment with the Institute, without permission in writing of the Management of the Institute. You will also not seek membership of any local or public bodies without first obtaining specific permission from the management.

**7. Personal Particulars:**

You will keep Institute informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

**8. Nature of Work:**

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by the college Management from time to time.

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The Management encourages consultancy and for such work prior permission of the Management would be necessary.

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*Sneetha*  
**Dr. Sangeeta Nath**

**13. Security:**

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**14. Appointment in Good Faith:**

It must be specifically understood that this appointment is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Institute, the Institute shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

**15. Notice Period:**

In case, you intend to leave the services after joining the post, of your own accord during this Ad-hoc period, you shall give us one month notice or payment of one month basic pay.

**16. Termination of Service:**

Unauthorized absence or absence without permission from duty for continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay. You will be governed by the laid down code of conduct of the Institute and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your services can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Institute reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

Received with thanks

Pooja  
7/10/22

Waseem J. Khan  
General Secretary,  
Oriental Education Society

Dr. Sangeeta Nath



Ref.No:OCE/Appointment Letter/2021-22/467

Date: 17-05-2022

To,

**Ms. Kinkini Dutta**

A-1604, Eden Garden,

Sector - 5, Kharghar,

Navi Mumbai – 410210.

**Subject: - Appointment Order****Dear, Ms. Kinkini Dutta**

With reference to your application for the post of “**Assistant Professor**”, we are pleased to inform you that you have been appointed as Assistant Professor of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis **w.e.f. 08.02.2022** at consolidated salary of **Rs. 20,000/- only** (Rupees Twenty Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- a) Proof of age and residence
- b) Proof of educational qualifications
- c) Proof of work experience
- d) Copy of last drawn pay slip/ Bank Statement
- e) Medical Fitness Certificate
- f) Discharge/ Relieving Certificate
- g) Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2021-22 and automatically terminates on last day of academic year 2021-22. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. Responsibilities & Duties:

Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached to your office.

You must effectively perform to ensure results and follow the code of conduct.

*Sneha*  
**Dr. Sangeeta Nath**



ORIENTAL EDUCATION SOCIETY'S

# ORIENTAL COLLEGE OF EDUCATION

Affiliated to University of Mumbai & Approved by National Council For Teacher Education  
(NCTE Code No. 123024)

Sector-2, Plot No. 3,4,5, Adjacent to Sanpada Railway Station, Sanpada (W), Navi Mumbai- 400705.

Tel: 022- 27758715 / 022- 27752213 . Fax: 022- 27750351. Email: inquiry@oce.edu.in. Website: www.oce.edu.in

## 6. Full Time Employment:

Your position is of whole employment with the Institute and you shall devote yourself exclusively to the work and interests of the Institute. You will not take up any other work for remuneration (Part time or Full time) or work in an advisory capacity, or be interested directly or indirectly in any other trade or work during your employment with the Institute, without permission in writing of the Management of the Institute. You will also not seek membership of any local or public bodies without first obtaining specific permission from the management.

## 7. Personal Particulars:

You will keep Institute informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

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You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by the college management from time to time.

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## 11. Secrecy / Confidentiality:

You will not during the course of your employment with the Institute or at any time thereafter divulge or disclose to whomsoever or make any use whatsoever for your own purpose or for any other purpose other than that of the Institute, of any information or knowledge obtained by you during your employment as to the business or affairs of the Institute including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

## 12. Restrain:

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*Snaltri*  
Dr. Sangeeta Nath



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### 14. Appointment in Good Faith:

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### 15. Termination of Service:

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*Date:-  
Received with Thanks:-*

**Waseem J. Khan**  
General Secretary,  
Oriental Education Society

*Snath*  
**Dr. Sangeeta Nath**  
Principal



Ref.No:OCE/Appointment Letter/2022-23/ 515

Date: 07/10/2022

To,

**Ms. Kinkini Dutta**  
A-1604, Eden Garden,  
Sector - 5, Kharghar,  
Navi Mumbai - 410 210.

**Subject: - Appointment Order****Dear, Ms. Kinkini Dutta**

We are pleased to inform you that you have been appointed as "**Assistant Professor**" of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis **w.e.f. 23.06.2022** at consolidated salary of **Rs. 20,000/- only** (Rupees Twenty Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- Proof of age and residence
- Proof of educational qualifications
- Proof of work experience
- Copy of last drawn pay slip/ Bank Statement
- Medical Fitness Certificate
- Discharge/ Relieving Certificate
- Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2022-23 and automatically terminates on last day of academic year 2022-23. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

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*Snelt*



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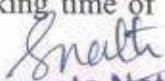
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**Dr. Sangeeta Nath**



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### 14. Appointment in Good Faith:

It must be specifically understood that this appointment is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Institute, the Institute shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

### 15. Notice Period:

In case, you intend to leave the services after joining the post, of your own accord during this Ad-hoc period, you shall give us one month notice or payment of one month basic pay.

### 16. Termination of Service:

Unauthorized absence or absence without permission from duty for continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay. You will be governed by the laid down code of conduct of the Institute and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your services can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Institute reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

*Received with thanks  
Bulls  
07/10/22*

**Waseem J. Khan**  
General Secretary,  
Oriental Education Society

*Sneha*  
**Dr. Sangeeta Nath**





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Ref.No:OCE/Appointment Letter/2023-24/31.

Date: 25/08/2023

To,

**Ms. Kinkini Dutta**

A-1604, Eden Garden,

Sector - 5, Kharghar,

Navi Mumbai - 410 210.

**Subject: - Appointment Order**

**Dear, Ms. Kinkini Dutta**

We are pleased to inform you that you have been appointed as “Assistant Professor” of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis w.e.f. 03.07.2023 at consolidated salary of **Rs. 27,000/- only** (Rupees Twenty Seven Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- Proof of age and residence
- Proof of educational qualifications
- Proof of work experience
- Copy of last drawn pay slip/ Bank Statement
- Medical Fitness Certificate
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- Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2023-24 and automatically terminates on last day of academic year 2023-24. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

4. Examination Work:

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*Snath*  
Dr. S. S. S. S. S.

**6. Full Time Employment:**

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Waseem J. Khan  
General Secretary,  
Oriental Education Society

Received.  
Date.



Dr. Sandeeta Nath



Ref.No:OCE/Appointment Letter/2022-23/5K4

Date: 07 / 10 / 2022

To,

**Mr. Vithoba C. Sawant**

Flat No. 1A/104, Rameshwar Complex,  
Gholai Nagar, Kalwa (E),  
Thane- 400 605.

**Subject: - Appointment Order**

**Dear, Mr. Vithoba C. Sawant**

With reference to your application for the post of "**Assistant Professor**", we are pleased to inform you that you have been appointed as Assistant Professor of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis **w.e.f. 01.08.2022** at consolidated salary of **Rs. 25,000/- only** (Rupees Twenty Five Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- Proof of age and residence
- Proof of educational qualifications
- Proof of work experience
- Copy of last drawn pay slip/ Bank Statement
- Medical Fitness Certificate
- Discharge/ Relieving Certificate
- Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2022-23 and automatically terminates on last day of academic year 2022-23. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

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*Sneeth*  
**Dr. Sangeeta Nath**

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**Waseem J. Khan**  
General Secretary,  
Oriental Education Society

Received  
@ Sanpada  
07/10/2022

  
**Dr. Sarangeeta Nath**



Ref.No:OCE/Appointment Letter/2023-24/33 .

Date: 25/08 /2023

To,

**Ms. Rai Vineeta**

C-105, Grandeur Chs.,

Plot No. 33 &amp; 34, Sector - 20,

Kamothe, Navi Mumbai.

**Subject: - Appointment Order****Dear, Ms. Rai Vineeta**

With reference to your application for the post of "Assistant Professor", we are pleased to inform you that you have been appointed as Assistant Professor of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis w.e.f. 25.07.2023 at consolidated salary of **Rs. 25,000/- only** (Rupees Twenty Five Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

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*S. Nath*  
Dr. Sangeeta Nath

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*Sneethi*  
**Dr. Sangeeta Nath**  
Principal





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Received  
Vinata Rai

Waseem J. Khan  
General Secretary,  
Oriental Education Society

Dr. Sangeeta Nath



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Ref. No.OCE/1035 /2017.

Date: 01/02/2017.

To,

Mr. Salim Razzak Dhanse.

At. Thanenhave, (Sangda),

Post- Sajgaon, Tal- Khalapur, Khopoli

Dist - Raigad - 410203.

Sir,

The Management is pleased to inform you that you have been appointed as full time " Librarian" with effect from, 01/02/2017, on a total Salary of Rs.12,750/- (Rupees Twelve Thousand Seven Hundred and Fifty Only) at our Oriental College of Education, Sanpada, Navi Mumbai.

Your appointment is on temporary till you will clear NET/SET . After satisfactory performance, your services will be continued in this college.

The pay scale and other service condition will be as per Mumbai University & Govt. of Maharashtra rules and your services will be governed by the rule and regulation framed by Oriental Education Society.

Your services may be terminated at any time by giving one months notice or one months pay in lieu of notice period on either side.

If you are agreeable to the above terms and conditions, please return the duplicate copy of this letter duly signed by you as a token of your acceptance.

Prof. Javed Khan

President

Oriental Education Society

PRESIDENT  
ORIENTAL EDUCATION SOCIETY  
MUMBAI

Received

Dr. Sangeeta Nath  
Principal

Oriental College of Education  
Sanpada, Navi Mumbai.



ORIENTAL EDUCATION SOCIETY'S

# ORIENTAL COLLEGE OF EDUCATION

Affiliated to University of Mumbai & Approved by National Council For Teacher Education  
(NCTE Code No. 123024)

Sector-2, Plot No. 3,4,5, Adjacent to Sanpada Railway Station, Sanpada (W), Navi Mumbai- 400705.

Tel: 022- 27758715 / 022- 27752213 . Fax: 022- 27750351. Email: inquiry@oce.edu.in. Website: www.oce.edu.in

Ref.No:OCE/Appointment Letter/2022-23/ 517

Date: 07/10/2022

To,

**Mr. Salim Dhanse**

Raj House, Takka Village,

Panvel, Raigad - 421 206.

**Subject: - Appointment Order**

**Dear, Mr. Salim Dhanse**

We are pleased to inform you that you have been appointed as “**Librarian**” of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis **w.e.f. 01.06.2022** at consolidated salary **Rs. 21,500/- only** (Rupees Twenty One Thousand Five Hundred only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- Proof of age and residence
- Proof of educational qualifications
- Proof of work experience
- Copy of last drawn pay slip/ Bank Statement
- Medical Fitness Certificate
- Discharge/ Relieving Certificate
- Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2022-23 and automatically terminates on last day of academic year 2022-23. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. Responsibilities & Duties:

Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached to your office. You must effectively perform to ensure results and follow the code of conduct.

*Snally*



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## 6. Full Time Employment:

Your position is of whole employment with the Institute and you shall devote yourself exclusively to the work and interests of the Institute. You will not take up any other work for remuneration (Part time or Full time) or work in an advisory capacity, or be interested directly or indirectly in any other trade or work during your employment with the Institute, without permission in writing of the Management of the Institute. You will also not seek membership of any local or public bodies without first obtaining specific permission from the management.

## 7. Personal Particulars:

You will keep Institute informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

## 8. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by the college Management from time to time.

## 9. Consultancy:

The Management encourages consultancy and for such work prior permission of the Management would be necessary.

## 10. Assignment, Training Seminar & Workshop:

Though you have been engaged to a specific position, the Institute reserves the right to send you or assign you any of our other Institute's work in Mumbai. You will hold yourself in readiness for any Training, Seminar & Workshop at any place whenever required. Such training would be imparted to you at the Institute's expenses subject to the Management approval. Kindly note that refusal to participate in training programme without any extraneous circumstances would lead to automatic termination of your employment.

## 11. Secrecy / Confidentiality:

You will not during the course of your employment with the Institute or at any time thereafter divulge or disclose to whomsoever or make any use whatsoever for your own purpose or for any other purpose other than that of the Institute, of any information or knowledge obtained by you during your employment as to the business or affairs of the Institute including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

## 12. Restrain:

### 1. Access to Information:

Information is available on need to know basis for specific group and the network file server of the Institute is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

### 2. Restriction on Personal Use:

Use of Institute resources for personal use is strictly restricted. This includes usage of computer resources, information, Internet service, and working time of the Institute for any personal use.

*Sneethy*  
Dr. Sangeeta Nath



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### 13. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and Institute wide awareness about the need for protection of intellectual property and sensitive information.

### 14. Appointment in Good Faith:

It must be specifically understood that this appointment is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Institute, the Institute shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

### 15. Notice Period:

In case, you intend to leave the services after joining the post, of your own accord during this Ad-hoc period, you shall give us one month notice or payment of one month basic pay.

### 16. Termination of Service:

Unauthorized absence or absence without permission from duty for continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay. You will be governed by the laid down code of conduct of the Institute and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your services can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Institute reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

Waseem J. Khan  
General Secretary,  
Oriental Education Society

Dr. Sangeeta Nath



Ref.No:OCE/Appointment Letter/2023-24/74

Date: 06/10/2023

To,

**Mr. Salim Dhanse**

Raj House, Takka Village,

Panvel, Raigad - 421 206.

**Subject: - Appointment Order****Dear, Mr. Salim Dhanse**

We are pleased to inform you that you have been appointed as "**Librarian**" of Oriental College of Education, Sanpada, Navi Mumbai on adhoc basis **w.e.f. 01.06.2023** at consolidated salary **Rs. 23,000/- only** (Rupees Twenty Three Thousand only) per month. Your appointment is subject to the following terms and conditions:-

1. You are required to submit the following documents in originals with self-attested Xerox copy at the time of joining, failing which your appointment will stand cancelled. The originals will be returned upon verification.

- Proof of age and residence
- Proof of educational qualifications
- Proof of work experience
- Copy of last drawn pay slip/ Bank Statement
- Medical Fitness Certificate
- Discharge/ Relieving Certificate
- Two Passport size photographs

2. Your appointment is on temporary basis for academic year 2023-24 and automatically terminates on last day of academic year 2023-24. The period of temporary appointment may be extended verbally and/or in writing at the discretion of the Management. During this period of temporary appointment your service may be discontinued at any time without notice if your services are not found satisfactory.

3. Leave:

You are not entitled to vacation or any other leave other than casual leave during the tenure of your appointment. Casual leave cannot be claimed as a matter of right, it shall be for genuine and acceptable reasons.

4. Examination Work:

The examination work assigned by the College and University of Mumbai from time to time will be obligatory on your part.

5. Responsibilities & Duties:

Your work in this organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matter. You will always be available for discharging responsibilities and duties attached to your office. You must effectively perform to ensure results and follow the code of conduct.

  
**Dr. Sangeeta Nath**

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You will not during the course of your employment with the Institute or at any time thereafter divulge or disclose to whomsoever or make any use whatsoever for your own purpose or for any other purpose other than that of the Institute, of any information or knowledge obtained by you during your employment as to the business or affairs of the Institute including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

## 12. Restrain:

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Dr. Sangeeta Nath

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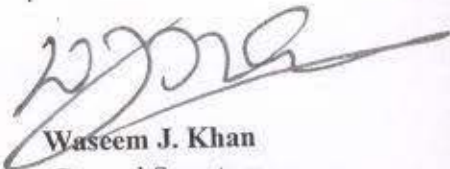
It must be specifically understood that this appointment is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Institute, the Institute shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

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Waseem J. Khan  
General Secretary,  
Oriental Education Society

  
06/10/2023

  
Dr. Sangeeta Nath  
Principal