



Oriental Education Society's

## **ORIENTAL COLLEGE OF EDUCATION**

(Affiliated to University of Mumbai and NCTE Code 123024)

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.

### EXTENDED ID: 2.2

- List of Full-time teachers during the assessment period.
- Appointment Letters of Full Time Teachers during the Assessment Period.





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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.

Oriental Education Society's

## ORIENTAL COLLEGE OF EDUCATION

Sector No.2, Plot No. 3,4,5, Near Sanpada Railway Station, Sanpada, Navi Mumbai 400705.

### List of Teachers

Sr.No.	Name of the Teachers	Designation
<b>2022-2023</b>		
1	Dr. Sangeeta Nath	Principal
2	Mrs. Swarnlata Soni	Asst. Prof.
3	Mrs. Shilpa Naik	Asst. Prof.
4	Mrs. Tejal Nikam	Asst. Prof.
5	Mrs. Asmita Wewhare	Asst. Prof.
6	Mrs. Pooja Tiwari	Asst. Prof.
7	Mrs. Kinkini Dutta	Asst. Prof.
8	Dr. Vithoba Sawant	Asst. Prof.
9	Mrs. Divya Wadhwa	Asst. Prof.
10	Mrs. Vineeta Rai	Asst. Prof.
11	Dr. Gorakh Bhagat	Asst. Prof.
12	Dr. Pushpa Torne	Asst. Prof.
<b>2021-2022</b>		
1	Dr. Sangeeta Nath	Principal
2	Mrs. Swarnlata Soni	Asst. Prof.
3	Mrs. Shilpa Naik	Asst. Prof.
4	Mrs. Renu Choudhary	Asst. Prof.
5	Mrs. Divya Wadhwa	Asst. Prof.
6	Mrs. Tejal Nikam	Asst. Prof.
7	Mrs. Asmita Wewhare	Asst. Prof.
8	Mrs. Pooja Tiwari	Asst. Prof.
9	Mrs. Kinkini Dutta	Asst. Prof.
10	Mrs. Shaikh Shahista	Asst. Prof.
11	Dr. Pushpa Torne	Asst. Prof.
12	Ms. Aasmeen Ansari	Asst. Prof.
<b>2020-2021</b>		
1	Dr. Ratani Thakur	Principal
2	Dr. Sangeeta Nath	Asst. Prof.
3	Mrs. Swarnlata Soni	Asst. Prof.
4	Mrs. Shilpa Naik	Asst. Prof.
5	Dr. Pushpa Torne	Asst. Prof.
6	Dr. Harjot Kaur	Asst. Prof.
7	Dr. Rihana Inamdar	Principal
8	Mrs. Savita Mali	Asst. Prof.
9	Dr. Sharbani Mukharjee	Asst. Prof.
10	Mrs. Prarna Kamble	Asst. Prof.
11	Mrs. Shireen	Asst. Prof.
12	Mrs. Renu Choudhary	Asst. Prof.

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





Oriental Education Society's

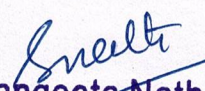
## ORIENTAL COLLEGE OF EDUCATION

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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.

2019-2020		
1	Dr.Ratani Thakur	Principal
2	Dr. Sangeeta Nath	Asst.Prof.
3	Mrs. Swarnlata Soni	Asst.Prof.
4	Mrs. Shilpa Naik	Asst.Prof.
5	Dr. Pushpa Torne	Asst.Prof.
6	Dr. Harjot Kaur	Asst.Prof.
7	Mr. Kishor Chaudhary	Asst.Prof.
8	Mrs. Shaikh Shahista	Asst.Prof.
9	Mrs. Vijaya Patil	Asst.Prof.
10	Mr. Salim Dhanse	Asst.Prof.
11	Mrs. Pratibha Kamble	Asst.Prof.
12	Mrs. Zaibunissa Hafiz	Asst.Prof.
2018-2019		
1	Dr. Ratani Thakur	Principal
2	Dr. Sangeeta Nath	Asst.Prof.
3	Mrs. Swarnlata Soni	Asst.Prof.
4	Mrs. Shilpa Naik	Asst.Prof.
5	Dr. Pushpa Torne	Asst.Prof.
6	Dr. Harjot Kaur	Asst.Prof.
7	Mr. Kishor Chaudhary	Asst.Prof.
8	Mrs. Shaikh Shahista	Asst.Prof.
9	Mrs. Vijaya Patil	Asst.Prof.
10	Mr. Salim Dhanse	Asst.Prof.
11	Mrs. Pratibha Kamble	Asst.Prof.
12	Mrs. Zaibunissa Hafiz	Asst.Prof.

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



# University of Mumbai



URGENT BY HAND SPEED POST  
No. CONCOL/SAV/329/FY2. of 2014

Mumbai - 400 032

14 October, 2015

23/10/15

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/391/2015 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. Sanjeev Nair





# 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.

*Sangeeta 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,  
Sangpada

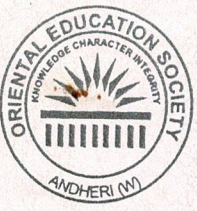
With reference to letter no.CONCOI/ICM/34570 of 2015 dated 15/05/2015  
Dr. Sangeeta Nath has been approved by University of Mumbai, as full time Assistant  
Professor in Education w.e.f. 15/11/2014.

Thanking You,

  
Prof. Javed I. Khan

PRESIDENT  
PRESIDENT  
ORIENTAL EDUCATION SOCIETY  
MUMBAI





# Oriental College of Education

OCE / 396/2015

Date : 15/09/2015.

To,

Ms. Pratibha Digamber Kambli.

35, Ashok Niwas, Sarvoday Nagar, J.M.Road,

Bhandup (W),

Mumbai – 400 078.

Sub.: Appointment as Assistant Professor.

Madam,

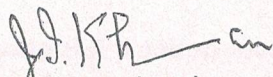
With reference to your application and subsequent interview with us, the Board of Trustees is pleased to inform you that you are hereby appointed as Assistant Professor in Education at our Oriental College of Education, Sanpada, Navi Mumbai – 400 705 w.e.f. 15/09/2015 on a total salary of Rs. 22,000 /- (Rupees Twenty Two Thousand only) per month in the time scale of pay 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.



- 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  
MUMBAI

Oriental Education Society







# 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 - 39102

- 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 your acceptance in writing and in person within 07 days on receipt of this letter.

  
Prof. Ayaz I. Khan  
PRESIDENT  
PRESIDENT  
Oriental Education Society  
MUMBAI

  
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*  
*Sangeeta Nath*

*Sangeeta Nath*  
**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 Resident, 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 range 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.

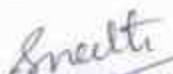
- 5) Besides teaching, you have to carry out work related to academic or curricular and extra curricular activities of the college.
- 6) You will make special efforts to finish the entire syllabus of your papers / subjects always in expected time and to the best satisfaction of the students in your classes, 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 your acceptance in writing and in person within 07 days on receipt of this letter.

  
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.
- 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.
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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. 123029)

Second-2, Plot No. 3, 4 S, Adjacent to Sanpada Railway Station, Sanpada (W), Navi Mumbai-400705,  
Tel: 022-27759713 / 022-27752233, Fax: 022-27759351, Email: inquiry@ocean.edu.in, Website: www.ocean.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.

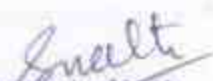
You are requested to confirm your acceptance in writing and in person within 07 days on receipt of this letter.

  
Prof. Javed I. Khan

PRESIDENT

Oriental Education Society  
PRESIDENT  
ORIENTAL EDUCATION SOCIETY  
MUMBAI



  
Dr. Sangeeeta 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. 15,500/- (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.

*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.
- 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*  
*S. Nath*

  
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.

  
**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

*Reviewal*  
*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 position.

*Smelt*

**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,  
Prompts  
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- 27752233 . 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.

- 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 service. You must effectively perform the duties assigned to you.

**Dr. Sarbani Nath**



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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 *Internet*

# 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

## 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.

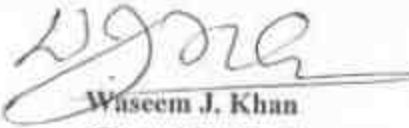
## 14. Appointment in Good Faith:


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.



**13. Security:**

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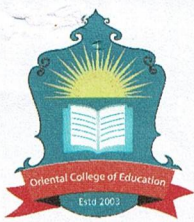
**Waseem J. Khan**  
General Secretary,  
Oriental Education Society

*Frank*  
*Accepted*

  
**Dr. Sangeeta Nath**  
Principel

Oriental College of Education  
Sanpada, Navi Mumbai.





Ref.No:OCE/Appointment Letter/2021-22/281

Date: 22-11-2021

To,

**Ms. Shaikh Shaista**P/14, 860, Lotus Colony,  
Govandi, Mumbai - 400043.**Subject: - Appointment Order****Dear, Ms. Shaikh Shaista**

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. 01.11.2021** 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.

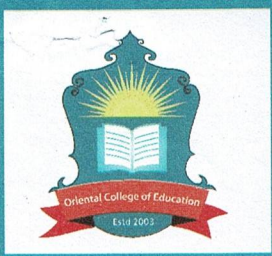
4. Examination Work:

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.



**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.

Oriental College of Education

Estd 2003

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





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/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/ Relieving 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 be responsible for discharging responsibilities and duties attached to your post.

*[Signature]*  
Dr. Sarvjeet 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

## 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:

Use of Institute resources for personal use is strictly restricted. *Sneel*





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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. 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.

*Handwritten signature*  
1/2/2021

*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.

- 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 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. Sandeep 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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**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:**

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.

*S. Nath*  
**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.

**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

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:-

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

**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:**

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**2. Restriction on Personal Use:**

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Dr. Sangeta 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.

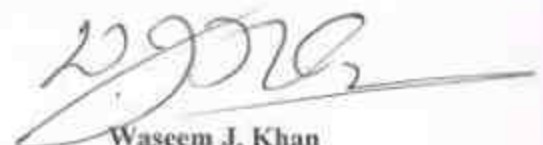
**14. Appointment in Good Faith:**

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:**

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Received  
Dipak Bhatnagar

  
Waseem J. Khan  
General Secretary,  
Oriental Education Society

  
Dr. Sargeeta 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.

*Suati*  
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:**

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**2. Restriction on Personal Use:**

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*S. Nath*  
Dr. Sangeeta Nath

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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.

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.

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

  
Dr. Sangeeta Nath



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*Smelt*





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### 15. Termination of Service:

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Wassem 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.

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 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

## 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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Dr. Sangeeta Nath

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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:**

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Tejal  
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.

- 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.

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*Sneha*  
Dr. Sandeep Nath

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Received  
25/8

Waseem J. Khan  
General Secretary,  
Oriental Education Society

Dr. Sangeeta Nath



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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
- 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:

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**Dr. Sangeeta Nath**



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**14. Appointment in Good Faith:**

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Waseem J. Khan  
General Secretary,  
Oriental Education Society

  
Dr. Sangeeta Nath  
Principal  
Oriental College of Education





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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.

- Proof of age and residence
- Proof of educational qualifications
- Proof of work experience
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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:

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*Smruti*

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

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*Snehl*  
Dr. Sangeeta Math



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*Santa*  
27/10/22

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

*Sangeeta Nath*  
Dr. Sangeeta Nath



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

Date: 25/08/2023

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



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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





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.

**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.

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

Received

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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

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.

*Snella*



**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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*Sneha*  
**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

Pug  
7/10/22

Waseem J. Khan  
General Secretary,  
Oriental Education Society

Dr. Sangeeta Math





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.

- 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 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



**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:

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.

*Date*  
*Received with Thanks*

**Wassem 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.

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.

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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:**

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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:**

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. 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  
Dullu  
07/10/22*

Waseem J. Khan  
General Secretary,  
Oriental Education Society

  
Dr. Sangeeta Nath





# 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/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.

- 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 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:

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*Snath*

**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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**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:**

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Waseem J. Khan  
General Secretary,  
Oriental Education Society

Received.  
Date.

  
Dr. Sandeeta Nath



Ref.No:OCE/Appointment Letter/2022-23/SK4

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.

- 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.

*Sneetha*  
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:**

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. 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

Received  
On  
07/10/2022

  
Dr. Sarjeeta 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.

- 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 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. 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  
Vinata Rai

  
Waseem J. Khan  
General Secretary,  
Oriental Education Society

  
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- 27758735 / 022- 27752213 ; Fax: 022- 27750351; Email: inquiry@oec.edu.in; Website: www.oec.edu.in

Ref. No.OCE/I035 /2017.

Date: 01/02/2017.

To,

Mr. Salim Razzak Dhanse.

At. Thanenhave, (Sangda),

Post- Sajgaon, Tal- Khalapur, Khopoli

Dist - Raigad - 410203.

Sir,

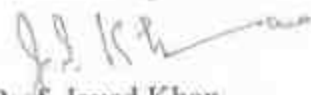
The Management is pleased to inform you that you have been appointed as full time " Librarian" with effect from, 01/02/2017, on a total Salary of Rs.12,750/- (Rupees Twelve Thousand Seven Hundred and Fifty Only) at our Oriental College of Education, Sanpada, Navi Mumbai.

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.





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.

- 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.

*Smally*



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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 service, and working time of the Institute for any personal use.

*Sneetha*  
Dr. Sandeeta 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.

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.

Wassem J. Khan  
General Secretary,  
Oriental Education Society

07/10/22

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.

- 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
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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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Dr. Sangeeta Nath





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

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Dr. Sangeeta Nath

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Waseem J. Khan  
General Secretary,  
Oriental Education Society

  
26/10/2023

  
Dr. Sangeeta Nath  
Principal