

Criteria 2 - Teaching Learning & Evaluation

2.4 Teacher Profile and Quality

2.4.1 Percentage of full time teachers against sanctioned posts during the last five years

Total Number of Full time teachers	68
Total Number of Sanctioned Post/Required position for Full time teachers (14x5=70)	70
Percentage	97.14%

2.4.1.1 Number of sanctioned posts year wise during the last five years


2021-22	2020-21	2019-20	2018-19	2017-18
14	14	14	14	14

Number of full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
13	14	14	14	13

$$\frac{68}{70} \times 100 = 97.14\%$$





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Number of Sanctioned Post for Full time teachers during the last five years:

	<u>2021-22</u>	<u>2020-21</u>	<u>2019-20</u>	<u>2018-19</u>	<u>2017-18</u>
Principal	1	1	1	1	1
Vice Principal	1	1	1	1	1
Assistant Professor (B.Sc. Hospitality Studies)	8	8	8	8	8
Assistant Professor (Craftsmanship in Bakery & Confectionery)	1	1	1	1	1
Head of Department (Social Communications Media)	1	1	1	1	1
Assistant Professor (Social Communications Media)	2	2	2	2	2

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2.4.1 Number of full time teachers presently working in the institutions (2021 - 22)


Name	ID number/ Aadhar number (not mandatory)	Vidwan id	Email	Gender	Designation	Date of joining institution	Nature of appointment (Against Sanctioned post, temporary, permanent)	Name of the Department	Highest Degree Qualification (NET/SET/SLET/Ph.D./D. M/M.Ch./ D.N.B Superspeciality/D.Sc./D. Litt.) and Year of obtaining
Dr. (Sr.) Anila Verghese	-	N.A.	principal.sophiamanoramadevi@gmail.com	Female	Principal	20.11.2013	Permanent	Sophia Smt. Manorama Devi Somani College	PhD (History)- December 1989
Dr. (Mrs.) Vidita Rakshit	-	N.A.	r.vidita@gmail.com	Female	Vice Principal	10.01.2014	Permanent	Sophia Smt. Manorama Devi Somani College	PhD (Science) - February 1991
Ms. Dopati Banerjee	30	N.A.	dopati_banerjee@yahoo.co.in	Female	Assistant Professor	1.2.2010	Permanent	BSc (Hospitality Studies)	NET - December 2014
Mr. Aspi Daruwala	29	N.A.	aspi.daruwala25@gmail.com	Male	Assistant Professor	1.2.2010	Permanent	BSc (Hospitality Studies)	MA (Tourism Management) - June 2009
Mr. Hoshang Velati	31	N.A.	hoshangvelati9@gmail.com	Male	Assistant Professor	2.1.2012	Permanent	BSc (Hospitality Studies)	MA (Tourism Management) - November 2010
Ms. Nisha Rodrigues	34	N.A.	chefjereline@gmail.com	Female	Assistant Professor	2.1.2012	Permanent	BSc (Hospitality Studies)	MA (Tourism Management) - April 2009
Mr. Linus D'Silva	32	N.A.	linuss21@rediffmail.com	Male	Assistant Professor	1.6.2015	Permanent	BSc (Hospitality Studies)	NET - December 2014
Mr. Dilraj Singh Bhamrah	38	-	b.singhdilraj@yahoo.com	Male	Assistant Professor	11.06.2012	Permanent	BSc (Hospitality Studies)	Masters of Tourism Management - January 2014
Mr. Bernraf Dias (appointed in place of Ms. Hufritz Bulsara who is on child care leave)	124	-	bernrafdias@gmail.com	Male	Assistant Professor	11.06.2018	Permanent	BSc (Hospitality Studies)	MSc (Hospitality Studies) - April 2019
Mr. Burzis Panthaky	120	N.A.	burzispanthaky@gmail.com	Male	Assistant Professor	4.6.2018	Permanent	BSc (Hospitality Studies)	Master of Human Resources Development Management - August - 2013
Ms. Nirmita Gupta	21	N.A.	nirmitagupta@gmail.com	Female	Head of Department - Social Communications Media	20.06.2005	Permanent	Social Communications Media	P.G. Diploma in Social Communication Media June 1983




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Ms. Shyma Rajagopal	125	-	rshyma@gmail.com	Female	Assistant Professor	01.06.2018	Permanent	Social Communications Media	PG Diploma in Social Communications Media-June 2003
Ms. Sunayna Sadarangani	-	-	sunny045@gmail.com	Female	Assistant Professor	11.06.2007	Permanent	Social Communications Media	MA in Political Science - April 1976




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SOPHIA

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SOMANI COLLEGE

Year 1 (2021-2022)

The following posts are sanctioned for **SOPHIA SMT. MANORAMA DEVI SOMANI COLLEGE, MUMBAI**, which is a permanently unaided college for the academic year 2021-2022.

TEACHING FACULTY:

<u>Sr. No.</u>	<u>Cadre</u>	<u>Subject</u>	<u>Total No. of posts sanctioned</u>	<u>Department / Programme</u>
1	Principal	-	1	-
2	Vice Principal	-	1	-
3	Assistant Professor	Food Production	2	B. Sc. (Hospitality Studies)
4	Assistant Professor	Food & Beverage Service	2	B. Sc. (Hospitality Studies)
5	Assistant Professor	Front Office/Rooms Division Management	2	B. Sc. (Hospitality Studies)
6	Assistant Professor	Financial Accounts / Management subject	1	B. Sc. (Hospitality Studies)
7	Assistant Professor	Advanced Bakery & Confectionery	1	B. Sc. (Hospitality Studies)
8	Assistant Professor	Confectionery	1	Craftsmanship in Bakery & Patisserie
9	Assistant Professor	Social Communications Media	3	Social Communications Media

Dated : 01st June, 2021

(Dr. (Sr.) Anila Verghese)

Principal - Sophia Smt. Manorama Devi Somani College

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Trustee - Society for the Higher Education of Women in India



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SOPHIA

Smt. MANORAMA DEVI
SOMANI COLLEGE

Year 2 (2020-2021)

The following posts are sanctioned for **SOPHIA SMT. MANORAMA DEVI SOMANI COLLEGE, MUMBAI**, which is a permanently unaided college for the academic year 2020-2021.

TEACHING FACULTY:

<u>Sr. No.</u>	<u>Cadre</u>	<u>Subject</u>	<u>Total No. of posts sanctioned</u>	<u>Department / Programme</u>
1	Principal	-	1	-
2	Vice Principal	-	1	-
3	Assistant Professor	Food Production	2	B. Sc. (Hospitality Studies)
4	Assistant Professor	Food & Beverage Service	2	B. Sc. (Hospitality Studies)
5	Assistant Professor	Front Office/Rooms Division Management	2	B. Sc. (Hospitality Studies)
6	Assistant Professor	Financial Accounts / Management subject	1	B. Sc. (Hospitality Studies)
7	Assistant Professor	Advanced Bakery & Confectionery	1	B. Sc. (Hospitality Studies)
8	Assistant Professor	Confectionery	1	Craftsmanship in Bakery & Patisserie
9	Assistant Professor	Social Communications Media	3	Social Communications Media

Dated : 01st June, 2020

(Dr. (Sr.) Anila Verghese)

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SOPHIA

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Year 3 (2019-2020)

The following posts are sanctioned for **SOPHIA SMT. MANORAMA DEVI SOMANI COLLEGE, MUMBAI**, which is a permanently unaided college for the academic year 2019-2020.

TEACHING FACULTY:

<u>Sr. No.</u>	<u>Cadre</u>	<u>Subject</u>	<u>Total No. of posts sanctioned</u>	<u>Department / Programme</u>
1	Principal	-	1	-
2	Vice Principal	-	1	-
3	Assistant Professor	Food Production	2	B. Sc. (Hospitality Studies)
4	Assistant Professor	Food & Beverage Service	2	B. Sc. (Hospitality Studies)
5	Assistant Professor	Front Office/Rooms Division Management	2	B. Sc. (Hospitality Studies)
6	Assistant Professor	Financial Accounts / Management subject	1	B. Sc. (Hospitality Studies)
7	Assistant Professor	Advanced Bakery & Confectionery	1	B. Sc. (Hospitality Studies)
8	Assistant Professor	Confectionery	1	Craftsmanship in Bakery & Patisserie
9	Assistant Professor	Social Communications Media	3	Social Communications Media

Dated : 03rd June, 2019

(Dr. (Sr.) Anila Verghese)

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SOPHIA

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Year 4 (2018-2019)

The following posts are sanctioned for **SOPHIA SMT. MANORAMA DEVI SOMANI COLLEGE, MUMBAI**, which is a permanently unaided college for the academic year 2018-2019.

TEACHING FACULTY:

<u>Sr. No.</u>	<u>Cadre</u>	<u>Subject</u>	<u>Total No. of posts sanctioned</u>	<u>Department / Programme</u>
1	Principal	-	1	-
2	Vice Principal	-	1	-
3	Assistant Professor	Food Production	2	B. Sc. (Hospitality Studies)
4	Assistant Professor	Food & Beverage Service	2	B. Sc. (Hospitality Studies)
5	Assistant Professor	Front Office/Rooms Division Management	2	B. Sc. (Hospitality Studies)
6	Assistant Professor	Financial Accounts / Management subject	1	B. Sc. (Hospitality Studies)
7	Assistant Professor	Advanced Bakery & Confectionery	1	B. Sc. (Hospitality Studies)
8	Assistant Professor	Confectionery	1	Craftsmanship in Bakery & Patisserie
9	Assistant Professor	Social Communications Media	3	Social Communications Media

Dated : 01st June, 2018

(Dr. (Sr.) Anila Verghese)

Principal - Sophia Smt. Manorama Devi Somani College

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SOPHIA

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Year 5 (2017-2018)

The following posts are sanctioned for **SOPHIA SMT. MANORAMA DEVI SOMANI COLLEGE, MUMBAI**, which is a permanently unaided college for the academic year 2017-2018.

TEACHING FACULTY:

<u>Sr. No.</u>	<u>Cadre</u>	<u>Subject</u>	<u>Total No. of posts sanctioned</u>	<u>Department / Programme</u>
1	Principal	-	1	-
2	Vice Principal	-	1	-
3	Assistant Professor	Food Production	2	B. Sc. (Hospitality Studies)
4	Assistant Professor	Food & Beverage Service	2	B. Sc. (Hospitality Studies)
5	Assistant Professor	Front Office/Rooms Division Management	2	B. Sc. (Hospitality Studies)
6	Assistant Professor	Financial Accounts / Management subject	1	B. Sc. (Hospitality Studies)
7	Assistant Professor	Advanced Bakery & Confectionery	1	B. Sc. (Hospitality Studies)
8	Assistant Professor	Confectionery	1	Craftsmanship in Bakery & Patisserie
9	Assistant Professor	Social Communications Media	3	Social Communications Media

Dated : 01st June, 2017


(Dr. (Sr.) Anila Verghese)

Principal - Sophia Smt. Manorama Devi Somani College
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**SOCIETY FOR THE HIGHER EDUCATION
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SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI-400 026.
Tel. : 2351 7951, 2351 3157, TELEFAX : 2351 9723

19th November 2013

Dr. (Sr.) Anila Verghese
Sophia Campus
Bhulabhai Desai Road
Mumbai 400 026

Dear Dr. (Sr.) Verghese,

With reference to your application dated 28th October 2013 in response to our advertisement for the post of Principal for **SOPHIA – SMT. MANORAMA DEVI SOMANI COLLEGE** and as a result of your interview with the Selection Committee on 19th November 2013, I am glad to inform you that you are being appointed as Principal of **SOPHIA – SMT. MANORAMA DEVI SOMANI COLLEGE** for a period of five years or till you reach superannuation with effect from 20th November 2013.

Your services will be governed by the provisions of the Bombay University Act of 1974 and the Statutes, Ordinances, Regulations and Rules made thereunder from time to time and the rules of the Governing Body of the College.

Kindly note that your appointment is subject to the approval of the University of Mumbai and the Government and the same shall stand automatically terminated from the day the University of Mumbai / Government does not approve your appointment.

If this appointment is acceptable to you, on the terms mentioned above, then kindly give your acceptance to me in writing at your earliest convenience.

I take this opportunity to wish you every success in your service as Principal of **SOPHIA – SMT. MANORAMA DEVI SOMANI COLLEGE**. I assure you of my trust, support and help, whenever it is needed.

Yours sincerely,

Sr. Rita Pinto
Chairperson
Society for Higher Education
of Women in India

Anila Verghese
19.11.2013



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Tel. : 2351 7951, 2351 3157, TELEFAX : 2351 9723

9th January, 2014.

Dr. (Mrs.) Vidita Rakshit,
5A, Jeevan Aasha,
60A, Pedder Road,
Mumbai-400 026.

Dear Dr. Rakshit,

We are happy to appoint you on a three year renewable contract with effect from 10th January, 2014 in a part time capacity as Vice-Principal –Sophia Smt. Manorama Devi Somani College.

You will be paid a consolidated honorarium of Rs.25,000/- per month. Your leave and other benefits will be as per the Management rules. We will need your expertise in helping with academic and administrative matters of the Polytechnic. While I am away from the office, I request you to officiate during my absence.

Thank you for accepting to continue to share your knowledge and expertise with us and we look forward to your long-term collaboration.

With warm regards,

Yours sincerely,

(Dr. (Sr.) Anila Verghese)

Principal-Sophia Smt. Manorama Devi Somani College
&

Trustee-Society for the Higher Education of Women in India

AV/yr:



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SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI - 400 026.
TEL: 23517951, 23513157, TELEFAX: 23519723

January 28, 2010

Mrs. Dopati P. Banerjee
D-110 Manish Apartments
Sai Ram Nagar
Near Om Nagar
Vasai (West)
Thane 401 202

Dear Mrs. Banerjee,

With reference to your application dated December 3, 2009 and subsequent interview with us, I am glad to inform you that you are being appointed as Full-time Lecturer in Foods and Beverages in B.Sc. in Hospitality Studies Course run by **SOPHIA – SMT. MANORAMA DEVI SOMANI COLLEGE** on probation with effect from February 1, 2010. Your basic salary will be in the scale of Rs. 8000-275-13500. You will be entitled to allowances as per Management rules.

You will be on probation for a period of two years.

During probation, you may leave the services of the College by giving one month's notice provided that the date of expiry of such notice does not fall within either academic term. The period of notice shall run from the date of receipt of the notice by us. In default you shall be liable to pay to the College authorities a sum equivalent to the salary and allowances for the period of the notice or salary and allowances for the period till the end of the term whichever is more.

Your services will be governed by the provisions of the Mumbai University Act, and the Statutes, Ordinances, Regulations and Rules made thereunder from time to time and the rules made by the Governing Body of the College.

Kindly note:

- a) that your appointment is subject to the approval of the University and the same shall stand automatically terminated from the day the University of Mumbai does not approve your appointment/disallows your post.
- b) that we offer you this post on the basis of the assessment of the workload for B.Sc. Hospitality Studies during the month of June 2009 and if we find that the workload as assessed for B.Sc. Hospitality Studies is not permitted by the University or diminishes, as a result of decrease in enrolment of students, or of migration of students, then your appointment will be subject to provisions of S.439E. Your appointment will be provisional till such time the same is approved by the University.



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If this appointment is acceptable to you, on the terms offered above, then kindly give your acceptance on the enclosed proforma on or before February 1, 2010 failing which the offer of appointment contained in this letter will stand cancelled.

Kindly submit the statement of marks and passing certificates of each of the following examinations in original with attested copies thereof together with your acceptance.

- i) S.S.C. Examination
- ii) Intermediate/Higher secondary/Pre-University Examination
- iii) B.A./B.Sc. Examination or equivalent
- iv) M.T.M. Examination
- v) Any other

You should also submit in the College Office attested copies of the degree conferred on you by the Universities from which you passed the Degree Examinations, as well as discharge certificate from your previous employer/s, if any.

Thanking you for your services.

Yours sincerely,

(Dr. (Sr.) Anila Verghese)
Secretary
for

Society for the Higher Education of Women in India (SHEWI)

I accept the appointment as Full-time
Lecturer on the above terms and conditions

(Mrs. Dopati P. Banerjee)



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SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI - 400 026.
TEL. : 23517951, 23513157, TELEFAX: 23519723

28th January, 2010.

Ms. Dopati Banerjee.

Your salary and allowances from February 1, 2010, in the scale of 8000-275-13500, will be as follows:

Basic	9650
D.P.	4825
D.A.	3040
H.R.A.	2895
C.L.A.	300
O.A./T.A.	1000
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	21710

Your next increment will be in July 2010.

(Dr. (Sr.) Anila Verghese)

Secretary

For

Society for the Higher Education of Women in India (SHEWI)



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SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI-400 026.
Tel. : 23517951, 23513157, TELEFAX : 23519723

31st May, 2011

Mrs. Dopati Banerjee
D-110, Manish Apartments,
Sai Ram Nagar,
Near Om Nagar,
Vasai (West)
Thane - 401 202

Dear Mrs. Banerjee,

Further to our letter dated 28th January 2010, we wish to inform you that since the 6th Pay Commission service rules have been introduced, your designation of Lecturer is being changed to that of Assistant Professor with effect from 1st June, 2011.

Kindly take a note of this.

Thanking you,

Yours sincerely,



(Dr. (Sr.) Anila Verghese)
Secretary & Trustee

Society for the Higher Education of Women in India



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SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI - 400 026.
Tel.: 2351 7951, 2351 3157. TELEFAX : 2351 9723.

1st February, 2012

Mrs. Dopati Banerjee
D-110, Manish Apartments,
Sai Ram Nagar,
Near Om Nagar,
Vasai (West)
Thane - 401 202

Dear Mrs. Banerjee,

Further to our letter dated 28th January 2010, we are pleased to confirm you in your post of Full-time Assistant Professor in Food and Beverages in B.Sc. Hospitality Studies, with effect from 1st February, 2012, subject to University approval which has been applied for and we are awaiting the same.

The appointment being a permanent one is terminable by three months notice on either side provided that the date of expiry of such notice shall not fall within either academic term. The College authorities may pay you an amount equivalent to the salary and allowance for the period of notice or salary and allowance for the period of till the end of the term whichever is more and terminate your appointment if they so desire. In default of your giving the aforesaid notice you shall be liable to pay to the College authorities an amount equivalent to the salary and allowance for the period of notice or salary and allowance till the end of the term whichever is more.

I take this opportunity to thank you for your devoted service to the institution, and wish you every success in your academic career at this College.

Yours sincerely,



(Dr. (Sr.) Anila Verghese)
Secretary & Trustee

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SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI - 400 026.
TEL: 23517951, 23513157, TELEFAX: 23519723

January 28, 2010

Mr. Aspi Daruwala
E 6 IONIC
Lala Nigam Road
(Next to Telephone Bhavan)
Mumbai 400 005

Dear Mr. Daruwala,

With reference to your application dated December 7, 2009 and subsequent interview with us, I am glad to inform you that you are being appointed as Full-time Lecturer in Rooms Divisions/Front Office in B.Sc. in Hospitality Studies Course run by **SOPHIA – SMT. MANORAMA DEVI SOMANI COLLEGE** on probation with effect from February 1, 2010. Your basic salary will be in the scale of Rs. 8000-275-13500. You will be entitled to allowances as per Management rules.

You will be on probation for a period of two years.

During probation, you may leave the services of the College by giving one month's notice provided that the date of expiry of such notice does not fall within either academic term. The period of notice shall run from the date of receipt of the notice by us. In default you shall be liable to pay to the College authorities a sum equivalent to the salary and allowances for the period of the notice or salary and allowances for the period till the end of the term whichever is more.

Your services will be governed by the provisions of the Mumbai University Act, and the Statutes, Ordinances, Regulations and Rules made thereunder from time to time and the rules made by the Governing Body of the College.

Kindly note:

- a) that your appointment is subject to the approval of the University and the same shall stand automatically terminated from the day the University of Mumbai does not approve your appointment/disallows your post.
- b) that we offer you this post on the basis of the assessment of the workload for B.Sc. Hospitality Studies during the month of June 2009 and if we find that the workload as assessed for B.Sc. Hospitality Studies is not permitted by the University or diminishes, as a result of decrease in enrolment of students, or of migration of students, then your appointment will be subject to provisions of S.439E. Your appointment will be provisional till such time the same is approved by the University.



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BHULABHAI DESAI ROAD, MUMBAI - 400 026.
TEL: 23517951, 23513157, TELEFAX: 23519723

If this appointment is acceptable to you, on the terms offered above, then kindly give your acceptance on the enclosed proforma on or before February 1, 2010 failing which the offer of appointment contained in this letter will stand cancelled.

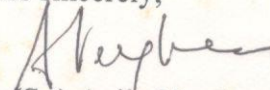
Kindly submit the statement of marks and passing certificates of each of the following examinations in original with attested copies thereof together with your acceptance.

- i) S.S.C. Examination
- ii) Intermediate/Higher secondary/Pre-University Examination
- iii) B.A./B.Sc. Examination or equivalent
- iv) M.T.M. Examination
- v) Any other

You should also submit in the College Office attested copies of the degree conferred on you by the Universities from which you passed the Degree Examinations, as well as discharge certificate from your previous employer/s, if any.

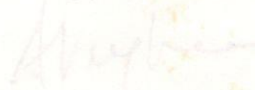
Thanking you for your services.

Yours sincerely,


(Dr. (Sr.) Anila Verghese)
Secretary

for

Society for the Higher Education of Women in India (SHEWI)


(Dr. (Sr.) Anila Verghese)
Secretary
For

Society for the Higher Education of Women in India

I accept the appointment as Full-time
Lecturer on the above terms and conditions



(Mr. Aspi Daruwala)



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SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI - 400 026.
TEL. : 23517951, 23513157, TELEFAX: 23519723

28th January, 2010.

Mr. Aspi Daruwala.

Your salary and allowances from February 1, 2010, in the scale of 8000-275-13500, will be as follows:

Basic	10750
D.P.	5375
D.A.	3386
H.R.A.	3225
C.L.A.	300
O.A./T.A.	1000
	<hr/>
	24036

Your next increment will be in July 2010.

(Dr. (Sr.) Anila Verghese)

Secretary

For

Society for the Higher Education of Women in India (SHEWI)



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BHULABHAI DESAI ROAD, MUMBAI-400 026.
Tel. : 23517951, 23513157, TELEFAX : 23519723

31st May, 2011

Mr. Aspi Daruwala,
E 6 IONIC,
Lala Nigam Road,
(Next to Telephone Bhavan)
Colaba,
Mumbai - 400 005

Dear Mr. Daruwala,

Further to our letter dated 28th January 2010, we wish to inform you that since the 6th Pay Commission service rules have been introduced, your designation of Lecturer is being changed to that of Assistant Professor with effect from 1st June, 2011.

Kindly take a note of this.

Thanking you,

Yours sincerely,



(Dr. (Sr.) Anila Verghese)
Secretary & Trustee

Society for the Higher Education of Women in India



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SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI - 400 026.
Tel.: 2351 7951, 2351 3157. TELEFAX : 2351 9723.

1st February, 2012

Mr. Aspi Daruwala,
E 6 IONIC,
Lala Nigam Road,
(Next to Telephone Bhavan)
Colaba,
Mumbai - 400 005

Dear Mr. Daruwala,


Further to our letter dated 28th January 2010, we are pleased to confirm you in your post of Full-time Assistant Professor in Rooms Divisions/Front Office in B.Sc. Hospitality Studies, with effect from 1st February, 2012, subject to University approval which has been applied for and we are awaiting the same.

The appointment being a permanent one is terminable by three months notice on either side provided that the date of expiry of such notice shall not fall within either academic term. The College authorities may pay you an amount equivalent to the salary and allowance for the period of notice or salary and allowance for the period of till the end of the term whichever is more and terminate your appointment if they so desire. In default of your giving the aforesaid notice you shall be liable to pay to the College authorities an amount equivalent to the salary and allowance for the period of notice or salary and allowance till the end of the term whichever is more.

I take this opportunity to thank you for your devoted service to the institution, and wish you every success in your academic career at this College.

Yours sincerely,




(Dr. (Sr.) Anila Verghese)
Secretary & Trustee

Society for the Higher Education of Women in India



**SOCIETY FOR THE HIGHER EDUCATION
OF WOMEN IN INDIA**

SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI - 400 026.
TEL. : 23517951, 23513157, TELEFAX: 23519723

25th January, 2011.

Ms. Hufriz Motawara,
12, Khareghat Colony,
N.S. Patkar marg,
Mumbai-400 007.

Dear Ms. Motawara,

With reference to your application dated December 16, 2010 and subsequent interview with us, I am glad to inform you that you are being appointed as Full-time Assistant Professor in Food Production in B.Sc. in Hospitality Studies Course run by SOPHIA-SMT. MANORAMA DEVI SOMANI COLLEGE on probation with effect from February 1, 2011. Your basic salary will be in the scale of Rs.8000-275-13500. You will be entitled to allowances as per Management rules.

You will be on probation for a period of two years.

During probation, you may leave the services of the College by giving one month's notice provided that the date of expiry of such notice does not fall within either academic term. The period of notice shall run from the date of receipt of the notice by us. In default you shall be liable to pay to the College authorities a sum equivalent to the salary and allowances for the period of the notice or salary and allowances for the period till the end of the term whichever is more.

Your services will be governed by the provisions of the Mumbai University Act, and the Statutes, Ordinances, Regulations and Rules made thereunder from time to time and the rules made by the Governing Body of the College.

Kindly Note:

- a) that your appointment is subject to the approval of the University and the same shall stand automatically terminated from the day the University of Mumbai does not approve your appointment /disallows your post.
- b) that we offer you this post on the basis of the assessment of the workload for B.Sc. Hospitality Studies during the month of June 2010 and if we find that the workload as assessed for B.Sc. Hospitality Studies is not permitted by the University or diminishes, as a result of decrease in enrolment of students, or of migration of students, then your appointment will be subject to provisions of S.449E. Your appointment will be provisional till such time the same is approved by the University.

If this appointment is acceptable to you, on the terms offered above, then kindly give your acceptance on the enclosed proforma on or before February 1, 2011 failing which the offer of appointment contained in this letter will stand cancelled.

...2/-



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SOPHIA CAMPUS,
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TEL. : 23517951, 23513157, TELEFAX: 23519723

- 2 -

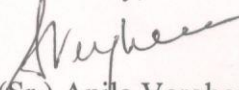
Kindly submit the statement of marks and passing certificates of each of the following examinations in original with attested copies thereof together with your acceptance.

- i) S.S.C. Examination
- ii) Intermediate/Higher secondary/Pre-University Examination
- iii) B.A./B.Sc. Examination or equivalent
- iv) M.Sc. or M.T.M. Examination
- v) Any other (teaching experience etc.)

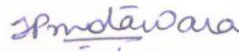
You should also submit in the College Office attested copies of the degree conferred on you by the Universities from which you passed the Degree Examinations, as well as discharge certificate from your previous employer/s, if any.

Thanking you for your services.

Yours sincerely,


(Dr. (Sr.) Anilla Verghese)
Secretary
for
Society for the Higher Education of Women in India (SHEWI)

I accept the appointment as Full-time Assistant Professor
on the above terms and conditions.

 18/2/11
(Ms. Hufriz Motawara)



**SOCIETY FOR THE HIGHER EDUCATION
OF WOMEN IN INDIA**

SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI - 400 026.
TEL. : 23517951, 23513157, TELEFAX: 23519723

25th January, 2011

Ms. Hufriz Motawara.

Your salary and allowances from February 1, 2011, in the scale of 8000-275-13500, will be as follows:

Basic	8825
D.P.	4413
D.A.	4633
H.R.A.	2648
C.L.A.	300
O.A./T.A.	1000
	<hr/>
	21,819

Your next increment will be in July 2011.

(Dr. (Sr.) Anila Verghese)

Secretary

for

Society for the Higher Education of Women in India (SHEWI)



**SOCIETY FOR THE HIGHER EDUCATION
OF WOMEN IN INDIA**

SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI-400 026.
Tel. : 23517951, 23513157, TELEFAX : 23519723

1st February, 2013

Ms. Hufriz Motawara,
12, Khareghat Colony,
N. S. Patkar Marg
Mumbai - 400 007

Dear Ms. Motawara,

Further to our letter dated 28th January 2011, we are pleased to confirm you in your post of Full-time Assistant Professor in Food Production in B.Sc. Hospitality Studies, with effect from 1st February, 2013, subject to University approval of your appointment, which we are awaiting.

The appointment being a permanent one is terminable by three months notice on either side provided that the date of expiry of such notice shall not fall within either academic term. The College authorities may pay you an amount equivalent to the salary and allowance for the period of notice or salary and allowance for the period of till the end of the term whichever is more and terminate your appointment if they so desire. In default of your giving the aforesaid notice you shall be liable to pay to the College authorities an amount equivalent to the salary and allowance for the period of notice or salary and allowance till the end of the term whichever is more.

I take this opportunity to thank you for your devoted service to the institution, and wish you every success in your academic career at this College.



Yours sincerely,

(Dr. (Sr.) Anila Verghese)

Secretary & Trustee

Society for the Higher Education of Women in India



**SOCIETY FOR THE HIGHER EDUCATION
OF WOMEN IN INDIA**

SOPHIA CAMPUS,

BHULABHAI DESAI ROAD, MUMBAI - 400 026.

TEL. : 2351 7951, 2351 3157; TELEFAX : 2351 9723

December 29, 2011

Mr. Hoshang Velati
F/23 Godrej Baug
Off Nepean Sea Road
Mumbai 400 036

Dear Mr. Hoshang Velati,

With reference to your application dated November 24, 2011 and subsequent interview with us, I am glad to inform you that you are being appointed as Full-time Assistant Professor in Food & Beverage Service in B.Sc. in Hospitality Studies Course run by **SOPHIA – SMT. MANORAMA DEVI SOMANI COLLEGE**, on probation with effect from January 2, 2012. Your basic salary will be in the scale of Rs. 8000-275-13500. You will be entitled to allowances as per Management rules.

You will be on probation for a period of two years.

During probation, you may leave the services of the College by giving one month's notice provided that the date of expiry of such notice does not fall within either academic term. The period of notice shall run from the date of receipt of the notice by us. In default you shall be liable to pay to the College authorities a sum equivalent to the salary and allowances for the period of the notice or salary and allowances for the period till the end of the term whichever is more.

Your services will be governed by the provisions of the Mumbai University Act, and the Statutes, Ordinances, Regulations and Rules made thereunder from time to time and the rules made by the Governing Body of the College.

Kindly note:

- a) that your appointment is subject to the approval of the University and the same shall stand automatically terminated from the day the University of Mumbai does not approve your appointment/disallows your post.
- b) that we offer you this post on the basis of the assessment of the workload for B.Sc. Hospitality Studies during the month of June 2011 and if we find that the workload as assessed for B.Sc. Hospitality Studies is not permitted by the University or diminishes, as a result of decrease in enrolment of students, or of migration of students, then your appointment will be subject to provisions of S.439E. Your appointment will be provisional till such time the same is approved by the University.



**SOCIETY FOR THE HIGHER EDUCATION
OF WOMEN IN INDIA**

SOPHIA CAMPUS,

BHULABHAI DESAI ROAD, MUMBAI - 400 026.

TEL. : 2351 7951, 2351 3157, TELEFAX : 2351 9723

- c) that you may be required to teach any of the other core subjects of B.Sc. in Hospitality Studies – Food Production, Rooms Division/Front Office/Housekeeping-as may be required by the department.

If this appointment is acceptable to you, on the terms offered above, then kindly give your acceptance on the enclosed proforma on or before January 2, 2012 failing which the offer of appointment contained in this letter will stand cancelled.

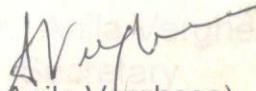
Kindly submit the statement of marks and passing certificates of each of the following examinations in original with attested copies thereof together with your acceptance.

- i) S.S.C Examination
- ii) Intermediate/Higher secondary/Pre-University Examination
- iii) B.A./B.Sc. Examination or equivalent
- iv) M.T.M. Examination
- v) Any other

You should also submit in the College Office attested copies of the degree conferred on you by the Universities from which you passed the Degree Examinations, as well as discharge certificate from your previous employer/s, if any.

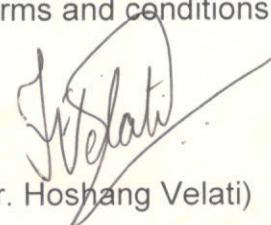
Thanking you for your services.

Yours sincerely,


(Dr. (Sr.) Anila Verghese)
Secretary
For

Society for the Higher Education of Women in India (SHEWI)

I accept the appointment as Assistant Professor
on the above terms and conditions


(Mr. Hoshang Velati)



**SOCIETY FOR THE HIGHER EDUCATION
OF WOMEN IN INDIA**

SOPHIA CAMPUS,

BHULABHAI DESAI ROAD, MUMBAI - 400 026.

TEL. : 2351 7951, 2351 3157; TELEFAX : 2351 9723

29th December, 2011.

Mr. Hoshang Velati.

Your salary and allowances from January 2, 2012, in the scale of 8000-275-13500, will be as follows:

Basic	10825
D.P.	5413
D.A.	5683
H.R.A.	3248
C.L.A.	300
O.A./T.A.	1600
	<u>27069</u>

Your next increment will be in July 2012.

(Dr.(Sr.) Anila Verghese)

Secretary

For

Society for the Higher Education of Women in India (SHEWI)



**SOCIETY FOR THE HIGHER EDUCATION
OF WOMEN IN INDIA**

SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI-400 026.
Tel. : 23517951, 23513157, TELEFAX : 23519723

30th December, 2013

Mr. Hoshang Velati,
F/23, Godrej Baug,
Off Napean Sea Road
Mumbai - 400 036

Dear Hoshang,

Further to our letter dated 29th December 2011, we are pleased to confirm you in your post of Full-time Lecturer/Assistant Professor in Food and Beverage Service in B.Sc. Hospitality Studies, with effect from 2nd January, 2014, subject to University approval which has been applied for.

You are aware that recently the qualifications for appointment as Lecturers/Assistant Professors in the B.Sc. Course in Hospitality Studies have been released by the University of Mumbai. NET/SET for appointment is a mandatory requirement (provided either or both of these examinations are being conducted in the relevant subject). It is noted from the UGC list of NET examinations, that there is a NET examination in a subject relevant to Hospitality Studies. Hence, this is now a mandatory requirement and you would be required to appear for and pass the NET examination.

The appointment being a permanent one is terminable by three months notice on either side provided that the date of expiry of such notice shall not fall within either academic term. The College authorities may pay you an amount equivalent to the salary and allowance for the period of notice or salary and allowance for the period of till the end of the term whichever is more and terminate your appointment if they so desire. In default of your giving the aforesaid notice you shall be liable to pay to the College authorities an amount equivalent to the salary and allowance for the period of notice or salary and allowance till the end of the term whichever is more.

I take this opportunity to thank you for your devoted service to the institution, and wish you every success in your academic career at this College.

Yours sincerely,



(Dr. (Sr.) Anila Verghese)

Principal - Sophia Smt. Manorama Devi Somani College
&

Trustee - Society for the Higher Education of Women in India



PRINCIPAL
SOPHIA-SMT. MANORAMA DEVI SOMANI COLLEGE
Sophia Campus,
Bhulabhai Desai Road,
Mumbai-400 026.



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SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI - 400 026.
TEL: 23517951, 23513157, TELEFAX: 23519723

December 29, 2011

Ms. Nisha D'silva
Block 13, Room 11, Sahakar Nagar
Naigaum, Wadala
Mumbai 400 031

Dear Ms. D'Silva,

With reference to your application dated December 5, 2011 and subsequent interview with us, I am glad to inform you that you are being appointed as Full-time Assistant Professor in Rooms Division/Front Office in B.Sc. in Hospitality Studies Course run by **SOPHIA – SMT. MANORAMA DEVI SOMANI COLLEGE**, on probation with effect from January 2, 2012. Your basic salary will be in the scale of Rs. 8000-275-13500. You will be entitled to allowances as per Management rules.

You will be on probation for a period of two years.

During probation, you may leave the services of the College by giving one month's notice provided that the date of expiry of such notice does not fall within either academic term. The period of notice shall run from the date of receipt of the notice by us. In default you shall be liable to pay to the College authorities a sum equivalent to the salary and allowances for the period of the notice or salary and allowance for the period till the end of the term whichever is more.

Your services will be governed by the provisions of the Mumbai University Act, and the Statutes, Ordinances, Regulations and Rules made thereunder from time to time and the rules made by the Governing Body of the College.

Kindly note:

- that your appointment is subject to the approval of the University and the same shall stand automatically terminated from the day the University of Mumbai does not approve your appointment/disallows your post.
- that we offer you this post on the basis of the assessment of the workload for B.Sc. Hospitality Studies during the month of June 2011, and if we find that the workload as assessed for B.Sc. Hospitality Studies is not permitted by the University or diminishes, as a result of decrease in enrolment of students, or of migration of students, then your appointment will be subject to provisions of S.439E. Your appointment will be provisional till such time the same is approved by the University.



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SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI - 400 026.
TEL: 23517951, 23513157, TELEFAX: 23519723

- c) that you may be required to teach any of the other core subjects of B.Sc.in Hospitality Studies – Food Production, Food & Beverage Service-as may be required by the department.

If this appointment is acceptable to you, on the terms offered above, then kindly give your acceptance on the enclosed proforma on or before January 2, 2012 failing which the offer of appointment contained in this letter will stand cancelled.

Kindly submit the statement of marks and passing certificates of each of the following examinations in original with attested copies thereof together with your acceptance.

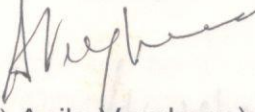
275-13500 will be as follows:

- i) S.S.C Examination
- ii) Intermediate/Higher secondary/Pre-University Examination
- iii) B.A./B.Sc. Examination or equivalent
- iv) M.T.M. Examination
- v) Any other

You should also submit in the College Office attested copies of the degree conferred on you by the Universities from which you passed the Degree Examinations, as well as discharge certificate from your previous employer/s, if any.

Thanking you for your services.

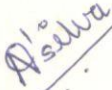
Yours sincerely,


(Dr. (Sr.) Anila Verghese)
Secretary

(Dr. (Sr.) Anila Verghese)
For
Society for the Higher Education of Women in India (SHEWI)

For
Society for the Higher Education of Women in India (SHEWI)

I accept the appointment as Assistant Professor
on the above terms and conditions.



(Ms. Nisha D'Silva)



**SOCIETY FOR THE HIGHER EDUCATION
OF WOMEN IN INDIA**

SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI - 400 026.
TEL: 23517951, 23513157, TELEFAX: 23519723

December 29, 2011

29th December, 2011.

Ms. Nisha D'silva
Block 13, Room 11, Sahakar Nagar
Aapeum, Wadala
Mumbai 400 031

Ms. Nisha D'silva.

Dear Ms. D'Silva,

Your salary and allowances from January 2, 2012, in the scale of 8000-275-13500, will be as follows:

Basic	8275
D.P.	4138
D.A.	4345
H.R.A.	2483
C.L.A.	300
O.A./T.A.	1000
	20541

Your next increment will be in July 2012.

Your services will be governed by the provisions of the Mumbai University Act, and the Statutes, Ordinances, Regulations and Rules made thereunder from time to time and the rules made by the Governing Body of the College.

(Dr.(Sr.) Anila Verghese)
Secretary

For
Society for the Higher Education of Women in India (SHEWI)

- a) that your appointment is subject to the approval of the University and the same not approve your appointment/disallows your post.
- b) that we offer you this post on the basis of the assessment of the workload for B.Sc. Hospitality Studies during the month of June 2011. and if we find that the workload as assessed for B.Sc. Hospitality Studies is not permitted by the University or diminishes, as a result of decrease in enrolment of students, or of migration of students, then your appointment will be subject to provisions of S.439E. Your appointment will be provisional till such time the same is approved by the University.



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SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI-400 026.
Tel. : 23517951, 23513157, TELEFAX : 23519723

30th December, 2013

Ms. Nisha D'Silva,
B/9, Cordela House,
D'Souza Wadi,
Thane - 400 604

Dear Ms. Nisha,

Further to our letter dated 29th December 2011, we are pleased to confirm you in your post of Full-time Lecturer/Assistant Professor in Rooms Division/Front Office in B.Sc. Hospitality Studies, with effect from 2nd January, 2014, subject to University approval which has been applied for.

You are aware that recently the qualifications for appointment as Lecturers/Assistant Professors in the B.Sc. Course in Hospitality Studies have been released by the University of Mumbai. NET/SET for appointment is a mandatory requirement (provided either or both of these examinations are being conducted in the relevant subject). It is noted from the UGC list of NET examinations, that there is a NET examination in a subject relevant to Hospitality Studies. Hence, this is now a mandatory requirement and you would be required to appear for and pass the NET examination.

The appointment being a permanent one is terminable by three months notice on either side provided that the date of expiry of such notice shall not fall within either academic term. The College authorities may pay you an amount equivalent to the salary and allowance for the period of notice or salary and allowance for the period of till the end of the term whichever is more and terminate your appointment if they so desire. In default of your giving the aforesaid notice you shall be liable to pay to the College authorities an amount equivalent to the salary and allowance for the period of notice or salary and allowance till the end of the term whichever is more.

I take this opportunity to thank you for your devoted service to the institution, and wish you every success in your academic career at this College.

Yours sincerely,

(Dr. (Sr.) Anila Verghese)

Principal - Sophia Smt. Manorama Devi Somani College
&

Trustee - Society for the Higher Education of Women in India



PRINCIPAL
SOPHIA-SMT. MANORAMA DEVI SOMANI COLLEGE
Sophia Campus,
Bhulabhai Desai Road,
Mumbai-400 026.



File

**SOCIETY FOR THE HIGHER EDUCATION
OF WOMEN IN INDIA**

SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI - 400 026.
TEL. : 23517951, 23513157, TELEFAX: 23519723

20th April, 2012..

Mr. Dilraj Singh Bhamrah,
208/D, Sukhsagar C.H.S.,
Santacruz (East),
Mumbai-400 055.

Dear Dilraj,

We are pleased to offer you the post of a full time Lecturer in Cookery in the department of HAFT Hospitality Management with effect from 11th June, 2012.

Your duties will include the following:

- Conducting theory and practical lectures in Food Production for 1st year HAFT.
- Conducting Quantity Cooking classes for 2nd year HAFT.
- Maintaining registers for each subject-class to maintain subject-class attendance and class internal assessment for each student.
- Conducting class tests for students (to be included in internal assessment)
- Menu planning and food preparation for the 1st year HAFT food stall during the exhibition in co-ordination with the Head of Department (HOD).
- Assisting in the exhibition and theme dinners for the 2nd year HAFT in co-ordination with the HOD
- Assisting in food preparation for any college outdoor/formal college functions including lunches, dinners and meals for interview panels.
- Shouldering collective responsibility with the faculty member designated for organizing vacation training placements for students in co-ordination with the HOD.

All the above responsibilities will be carried out in consultation with the Head of Department.

Your working hours will be from 8.30 a.m. to 4.30 p.m., Monday to Friday and on Saturday as and when required by the department.

You will be paid a monthly salary of Rs.16,413/- (Rupees Ten thousand three hundred and twenty-five only) in the current grade of Rs.6500-200-9500. This will include D.A. and H.R.A. as per the rules of the Institute.

...2/-

Basic is 6500/-

[Signature]
28/4/12



**SOCIETY FOR THE HIGHER EDUCATION
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SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI - 400 026.
TEL. : 23517951, 23513157, TELEFAX: 23519723

- 2 -

Your leave and other benefits will be as per the rules of the Polytechnic.

You will be on probation for a period of two years from the date of assuming duty. During the period of probation, your services can be terminated at any time without assigning any reason, by giving you one month's notice or salary in lieu thereof. Similarly, should you wish to resign from your position, you will have to provide one month's notice in writing or reimburse to the Polytechnic one month's salary in lieu of notice period.

On completion of your probationary period to the satisfaction of the management, you will be confirmed in your position in writing, on or before the last date of your probation. Should written confirmation of your appointment not be made, your services will stand automatically terminated, at the end of the probationary period.

Your appointment may be terminated at any time, without assigning any reason whatsoever, by your being provided with three month's notice in writing, or equivalent salary in lieu thereof. Similarly should you wish to resign from your appointment, you will necessarily provide three month's notice in writing, or reimburse equivalent to three month's salary in lieu of notice period. Please note that the college vacation period cannot be used as notice period.

Income tax and Professional tax in respect of your salary will be deducted at source as per the income tax and professional tax rules. Provident fund will be paid to you as per the Provident Fund Act.

It is a joy for us to have an ex-student on our staff and we look forward to a long and fruitful association between you and the Polytechnic. We know that you will discharge your responsibilities with sincerity, diligence, integrity and commitment to the cause of student education to which our Institution is fully dedicated.

With all good wishes,

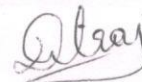
Yours sincerely,


(Dr. (Mrs.) Vidita Rakshit)

Directress-Sophia Shree B.K. Somani Polytechnic
for

The Society for the Higher Education of Women in India.

VR/yr:





**SOCIETY FOR THE HIGHER EDUCATION
OF WOMEN IN INDIA**

SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI - 400 026.
TEL: 23517951, 23513157, TELEFAX: 23519723

20th April, 2014

Mr. Dilraj Singh Bhamrah
208/D, Sukhsagar CHS,
Santacruz (East)
Mumbai - 400 055

Dear Mr. Bhamrah,

Further to our letter dated 20th April 2012, we are pleased to confirm you in your post of Full-time Lecturer/ Assistant Professor in Cookery in the department of HAFT Hospitality Management with effect from 11th June, 2014.

You are aware that recently the qualifications for appointment as Lecturers/Assistant Professors in the B.Sc. Course in Hospitality Studies have been released by the University of Mumbai. NET/SET for appointment is a mandatory requirement (provided either or both of these examinations are being conducted in the relevant subject). It is noted from the UGC list of NET examinations, that there is a NET examination in a subject relevant to Hospitality Studies. Hence, this is now a mandatory requirement and you would be required to appear for and pass the NET examination.

The appointment being a permanent one is terminable by three months notice on either side provided that the date of expiry of such notice shall not fall within either academic term. The College authorities may pay you an amount equivalent to the salary and allowance for the period of notice or salary and allowance for the period of till the end of the term whichever is more and terminate your appointment if they so desire. In default of your giving the aforesaid notice you shall be liable to pay to the College authorities an amount equivalent to the salary and allowance for the period of notice or salary and allowance till the end of the term whichever is more.

I take this opportunity to thank you for your devoted service to the institution, and wish you every success in your academic career at this College.

Yours sincerely,

(Dr. (Sr.) Anila Verghese)

Principal - Sophia Smt. Manorama Devi Somani College

&

Trustee - Society for the Higher Education of Women in India



PRINCIPAL

SOPHIA-SMT. MANORAMA DEVI SOMANI COLLEGE
Sophia Campus,
Bhulabhai Desai Road,
Mumbai-400 026.



**SOCIETY FOR THE HIGHER EDUCATION
OF WOMEN IN INDIA**

SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI-400 026.
Tel. : 23517951, 23513157, TELEFAX : 23519723

31st March, 2015

Mr. Linus D'Silva,
Kabar Wadi (Near Church),
P. O. Vasai,
Dist. Thane,
Pin - 401 201

Dear Mr. D'Silva,

Further to our letter dated 20th March, 2002 regarding your appointment for the post of full time Lecturer in Sophia B. K. Somani Memorial Polytechnic from 12th June 2002, we are pleased to offer you the post of a full time Assistant Professor in B.Sc. in Hospitality Studies course run by SOPHIA SMT. MANORAMA DEVI SOMANI COLLEGE with effect from 1st June, 2015.

You will be paid a monthly salary of Rs.45288/- (Rupees Forty five thousand two hundred eighty eight only) in the current grade of Rs. 8000-275-13500. This will include D.A. and H. R.A. as per the rules of Institute. You will be entitled to allowances as per Management rules.

Your leave and other benefits will be as per the rules of the College.

Your working hours will be from 8.30 a.m. to 4.30 p.m., Monday to Friday and on Saturday as and when required by the department.

Your appointment may be terminated at any time, without assigning any reason whatsoever, by your being provided with three month's notice in writing, or equivalent salary in lieu thereof. Similarly should you wish to resign from your appointment, you will necessarily provide three month's notice in writing, or reimburse equivalent to three month's salary in lieu of notice period. Please note that the college vacation period cannot be used as notice period.

..2/-



**SOCIETY FOR THE HIGHER EDUCATION
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SOPHIA CAMPUS,
BHULABHAI DESAI ROAD, MUMBAI-400 026.
Tel. : 23517951, 23513157, TELEFAX : 23519723

-2-

We look forward to a long and fruitful association between you and the College. We know that you will discharge your responsibilities with sincerity, diligence, integrity and commitment to the cause of student education to which our Institution is fully dedicated.

With all good wishes,

Yours sincerely,

(Dr. (Sr.) Anila Verghese)

Principal - Sophia Smt. Manorama Devi Somani College
&

Trustee - Society for the Higher Education of Women in India



PRINCIPAL
SOPHIA-SMT. MANORAMA DEVI SOMANI COLLEGE
Sophia Campus,
Bhulabhai Desai Road,
Mumbai-400 026.



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4th April, 2018.

Mr. Burzis Panthaky,
K1, 51, Merwanji Cama Park,
Cama Road,
Andheri (W)
Mumbai-400 058.

Dear Mr. Panthaky,

We are pleased to offer you the post of a full time Lecturer in the department of HAFT Hospitality Management with effect from 4th June, 2018.

You will be required to take lectures in the following subjects:

- Accounts
- Human Resource Management & Law
- Corporate English
- Principles of Management
- Strategic Management
- Service Marketing

Besides taking the above lectures you will be required to assist in other work required by the Department in consultation with the Head of the Department.

Your working hours will be from 8.30 a.m. to 4.30 p.m., Monday to Friday and on Saturday as and when required by the department.

You will be paid a monthly salary of Rs.60,052/- (Rupees Sixty thousand and fifty two only) in the current grade of Rs.15600-39000 Grade Pay 6000. This will include D.A. and H.R.A. as per the rules of the Institute.

Your leave and other benefits will be as per the rules of the Polytechnic.

You will be on probation for a period of two years from the date of assuming duty. During the period of probation, your services can be terminated at any time without assigning any reason, by giving you one month's notice or salary in lieu thereof. Similarly, should you wish to resign from your position, you will have to provide one month's notice in writing or reimburse to the Polytechnic one month's salary in lieu of notice period.

...2/-



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- 2 -

On completion of your probationary period to the satisfaction of the management, you will be confirmed in your position in writing, on or before the last date of your probation. Should written confirmation of your appointment not be made, your services will stand automatically terminated, at the end of the probationary period.

Your appointment may be terminated at any time, without assigning any reason whatsoever, by your being provided with three month's notice in writing, or equivalent salary in lieu thereof. Similarly should you wish to resign from your appointment, you will necessarily provide three months notice in writing, or reimburse equivalent to three month's salary in lieu of notice period. Please note that the college vacation period cannot be used as notice period.

This is a management appointment. However, as and when we get the approval of the Mumbai University to appoint a lecturer, or are required to appoint lecturers as per University or UGC rules, you will have to go through the procedure of the Interview etc. laid down by the University. You will also have to upgrade yourself with NET/SET etc. to be eligible for an appointment in a University approved post.

Income tax and Professional tax in respect of your salary will be deducted at source as per the income tax and professional tax rules. Provident fund will be paid to you as per the Provident Fund Act.

It is a joy for us to have an ex-student on our staff and we look forward to a long and fruitful association between you and the Polytechnic. We know that you will discharge your responsibilities with sincerity, diligence, integrity and commitment to the cause of student education to which our Institution is fully dedicated.

With all good wishes,

Yours sincerely,

(Dr. (Sr.) Anila Verghese)
Director-Sophia Polytechnic
&

Trustee -The Society for the Higher Education of Women
in India.

AV/yr:

I accept the appointment with all the above
terms and conditions.

5/4/19



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1st June, 2020

Mr. Burzis Panthaky,
K1, 51, Merwanji Cama Park,
Cama Road,
Andheri (W),
Mumbai – 400 058

Dear Mr. Panthaky,

Further to our letter dated 4th April, 2018, we are pleased to confirm you in your post of Full-time Lecturer in the department of HAFT Hospitality Management, with effect from 4th June, 2020.

The appointment being a permanent one is terminable by three months notice on either side. The Institute authorities may pay you an amount equivalent to the salary and allowance for the period of notice and terminate your appointment if they so desire. In default of you giving the aforesaid notice you shall be liable to pay to the Institute authorities an amount equivalent to the salary and allowance for the period of notice.

I want to take this opportunity to thank you for your dedicated and loyal service to the institute and wish you success and fulfillment in your area of work.

With warm regards,

Yours sincerely,

(Dr. (Sr.) Anila Verghese)
Director

&

Trustee - Society for the Higher Education
of Women in India.

I accept the confirmation of my post and agree to the above conditions.

Signature of the staff



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15th March, 2018.

Mr. Bernraf Dias,
Zaveri Building (A) Wing,
Sayani Road,
Dadar (West),
Mumbai-400 028.

Dear Mr. Dias,

With reference to your application dated 14th March, 2018 and the subsequent interview you had with us, we are happy to appoint you as a full-time lecturer in the Hospitality Studies department in our Institute on a contract for one year from 11th June, 2018 to 30th April, 2019.

You will receive a salary of Rs.40,000/- per month in the scale of 8000-275-13500.

You will devote your whole time and attention to the duties entrusted to you and will not engage yourself to work for any other person or organization without obtaining the previous permission of the authorities in writing. The appointment may be terminated at any time without assigning any reasons with one month's notice on either side, the period of notice to count from the day it is given. The college authorities may pay you for the notice period and terminate your appointment if they so desire.

You will diligently and faithfully carry out the instructions given to you by your superiors in connection with the conduct or the affairs of the Institute and to the best of your powers and skill, improve the standard of the Institute. Your daily working hours will be from 8.30 a.m. to 3.30 p.m. Monday to Friday, occasionally you would also be required to work for half a day on Saturday. During the contract period you will be allowed 8 days of casual leave and 10 days of medical leave.

Kindly sign a copy of this letter as a token of your acceptance of the post on the terms and conditions state above.

Yours sincerely,

(Dr. (Sr.) Anila Verghese)
Director-Sophia Polytechnic
&

Trustee-The Society for the Higher Education of Women in India.

Received
Per
Yr/- 20/6/18



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4th April, 2016.

Ms. Mahafirin Sukheswalla,
B/12, Godrej Baug,
Off Napean Sea Road,
Mumbai-400 006.

Dear Ms. Sukheswalla,

We are happy to appoint you as a full-time lecturer in the Craftsmanship of Bakery & Confectionery Course in our Institute on a contract for one year from 1st June, 2016 to 30th April, 2017.

You will receive a consolidated honorarium of Rs.33,000/- per month.

You will devote your whole time and attention to the duties entrusted to you and will not engage yourself to work for any other person or organization without obtaining the previous permission of the authorities in writing. The appointment may be terminated at any time without assigning any reasons with one month's notice on either side, the period of notice to count from the day it is given. The college authorities may pay you for the notice period and terminate your appointment if they so desire.

You will diligently and faithfully carry out the instructions given to you by your superiors in connection with the conduct or the affairs of the Institute and to the best of your powers and skill, improve the standard of the Institute. Your daily working hours will be from 8.30 a.m. to 3.30 p.m. Monday to Friday. During the contract period you will be allowed only 8 days of casual leave and 10 days of medical leave.

Kindly sign a copy of this letter as a token of your acceptance of the post on the terms and conditions state above.

Yours sincerely,


(Dr. (Sr.) Anila Verghese)
Principal-Sophia Smt. Manorama Devi College
&

Trustee - The Society for the Higher Education of Women in India.

Yr/-





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27th January, 2008

Dr.Sunitha Chitrapu,
Shubhangi, 1st floor,
Military Road, Juhu,
Mumbai – 400 049.

Sub:Appointment Letter

Dear Dr.Sunitha,

Welcome back to SCM! We are very happy that you are now going to be joining us again after having completed your PhD. in Mass Communications with media economics as your area of specialization from Indiana University, Bloomington, U.S.A. Congratulations! Your doctoral degree is certainly going to be of great benefit to our department.

You will be required to take lectures in Communications Research as well as take a few lectures in Fundamental Concepts. You will also be required to set and correct assignments and projects in these subjects, supervise documentary screenings and lead discussions, set and correct exam papers.

In addition, you will be also required to help the Head of the Department in all the organizational work pertaining to the running of the department at every level. This would include, apart from assisting in the handling of the academic part of the course, assisting with the budgeting, purchase of equipment and training materials, syllabus development, entrance tests, conducting examinations both internal and external, selection of library books, building up the video library, exhibition work, coordination with the MSBTE, liasoning with the management of the Polytechnic, maintaining contacts with the industry, inviting guest lecturers, handling students' job placements, maintaining the web site, handling the alumni, planning for the future of the department, and anything else that that the running of the course entails.

We understand that you need some time off to continue with your research and book writing and so you will be required to work full time for four days in the week from 8.15 a.m. to 4.15 p.m.

We look forward to your being with us again!

Yours sincerely,

Dr.(Sr.) Anila Verghese

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Tel. : 2351 7951, 2351 3157, TELEFAX : 2351 9723

22nd April, 2014.

Dr. Sunitha Chitrapu,
Shubhangi, 1st Floor,
Military Road,
Juhu,
Mumbai-400 049.

Dear Sunitha,

We are happy to continue your services as Head of the Social Communications Media department of Sophia Polytechnic on a contract period for the academic year 2014-2015, from 1st June, 2014 to 30th April, 2015.

You will receive a consolidated salary of Rs.51,000/- per month. You will be required to work from Monday to Friday and on Saturdays as and when the need arises. During this contract period you will be entitled to leave applicable to the regular teaching staff as per the Institute leave rules. This contract period will also be included in your retirement benefits. As Head of the Social Communications Media department you will be responsible for the smooth functioning of the department and the course.

Hoping you have a joyful and fulfilling year.

With warm regards,

Yours sincerely,

(Dr. (Sr.) Anila Verghese)

Director-Sophia Shree B.K. Somani Polytechnic
for

The Society for the Higher Education of Women in India

Received
Sunitha Chitrapu
22 April 2014



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16th June, 2005

Ms. Nirmita Gupta
24, Satnam Apts,
Cuffe Parade,
Mumbai - 400 005

Dear Ms. Gupta,

We are happy to appoint you as an Assistant in the department of Social Communications Media for the academic year 2005-2006 with effect from June 20, 2005.

You will handle the course coordination and other administrative work of the department. Attached herewith is a list of the work that will be expected of you and we do hope you will enjoy working with us.

You will be paid a sum of Rs.8,000/- per month. Income tax and other taxes in respect of your income will be payable by you.

Please let us have your acceptance in writing.

Yours sincerely,




(Dr. (Sr.) Anila Verghese)
Trustee

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31st May, 2011

Ms. Nirmita Gupta
24, Satnam Apts,
Cuffe Parade,
Mumbai - 400 005

Dear Nirmita,

We are happy to have you continue as Lecturer in the department of Social Communications Media for the academic year 2011-2012.

Your consolidated salary has been increased to Rs. 23,500/-, with effect from 1st June 2011. Your work will remain the same as last year. Thank you for all you do for the department.

With warm regards,

Yours sincerely,



(Dr. (Sr.) Anila Verghese)
Trustee

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11th April, 2018.

Mrs. Nirmita Gupta,
121, Jupiter Apartments,
Cuffe Parade,
Mumbai-400 005.

Dear Nirmita,

We are pleased to offer you the post of Head of the Social Communications Media department with effect from 1st June, 2018.

You will be required to take responsibility for the Academic and Administration needs of the department and ensure the smooth functioning of the same.

Your working hours will be from 10.00 a.m. to 4.00 p.m., Monday to Friday and on Saturday as and when required by the department.

You will be paid a monthly salary of Rs.65,000/- (Rupees Sixty five thousand only) in the current grade of Rs.15600-3900 AGP 6000. This will include D.A. and H.R.A. as per the rules of the Institute.

Your leave and other benefits will be as per the rules of the Polytechnic.

You will be on probation for a period of two years from the date of assuming duty. During the period of probation, your services can be terminated at any time without assigning any reason, by giving you one month's notice or salary in lieu thereof. Similarly, should you wish to resign from your position, you will have to provide one month's notice in writing or reimburse to the Polytechnic one month's salary in lieu of notice period.

On completion of your probationary period to the satisfaction of the management, you will be confirmed in your position in writing, on or before the last date of your probation. Should written confirmation of your appointment not be made, your services will stand automatically terminated, at the end of the probationary period.

Your appointment may be terminated at any time, without assigning any reason whatsoever, by your being provided with three month's notice in writing, or equivalent salary in lieu thereof. Similarly should you wish to resign from your appointment, you will necessarily provide three months notice in writing, or reimburse equivalent to three month's salary in lieu of notice period. Please note that the college vacation period cannot be used as notice period.

...2/-



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- 2 -

Income tax and Professional tax in respect of your salary will be deducted at source as per the income tax and professional tax rules. Provident fund will be paid to you as per the Provident Fund Act.

We know that you will discharge your responsibilities with sincerity, diligence, integrity and commitment to the cause of student education to which our Institution is fully dedicated.

With all good wishes,

Yours sincerely,

(Dr. (Sr.) Anila Verghese)
Director-Sophia Polytechnic
&

Trustee -The Society for the Higher Education of Women
in India.

AV/yr:

Received.

16/4/18



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16th May, 2007

Ms. Sunayana Sadarangani,
14/2, Vishnu Mahal,
D-Road, Churchgate,
Mumbai - 400 020.

Dear Sunayana,

Thank you for your application dated 12th May, 2007. We are happy to appoint you as a full time lecturer in Radio and TV for the Social Communications Media course for the academic year 2007-2008 with effect from 11th June 2007.

Your work will involve the following:

- * One or two 1 ½ hour lectures per week (Three lectures per week are allotted to Radio and TV. Of these you are welcome to take one or two as you wish and arrange for other guest lectures who are subject experts to take the balance).
- * Four practical sessions per week from 2.00. pm – 5.00 pm (one with each of the four groups).
- * Supervision of the research, scripting, shooting, editing and production of the group radio features and four 5-7 minute group videos made by the students, for which some extra time and inputs will be required in the months from mid December to March end.

You will also be expected to:

- * Set and correct assignments – both theory and practical.
- * Set and correct exam papers.
- * Take charge of all the audio and video equipment and see that the studio is kept in order.
- * Assist with the planning of the equipment budget and the acquiring of new equipment.

You will be paid a sum of Rs.25,000/- per month for the months that you are teaching. The holiday period will not be included in the payment. Income tax and other taxes in respect of your income shall be payable to you.

We do hope you will enjoy working with us.

Please let us have your acceptance in writing.

Yours sincerely,

Dr.(Sr.) Anila Verghese

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Outward No:SCMSOPHIA/394/2018
Dated:27th April, 2018

Ms.Shyma Rajagopal,
103, Silicon,
Off. Holy Cross Road,
I.C. Colony,
Borivli (W),
Mumbai – 400 103.

Dear Shyma,

We are happy to appoint you as a lecturer in the Social Communications Media Department on a contract for the period 1st June, 2018 to 30th April, 2019.

You will assist in the course co-ordination, supervision of the documentary film and broadcast features production and general administration of the department.

Your timings will be from 10.00.am to 2.30.pm for 3 days of the week and you will be paid a sum of Rs.32,000/- per month, (days and timings will be flexible and-need based).

Should you require to leave the job, you will have to give us one month's advance notice. If the institute wishes to terminate your service, you will be given one month's notice or one month's salary in lieu of notice. Income tax and other taxes in respect of your income will be payable by you.

Please let us have your acceptance in writing.



Yours sincerely,

Dr.(Sr.) Anila Verghese,
Principal – Sophia Smt. Manorama Devi Somani College
&
Trustee-Society for the Higher Education of Women in India



PRINCIPAL
SOPHIA-SMT. MANORAMA DEVI SOMANI COLLEGE
Sophia Campus,
Bhulabhai Desai Road,
Mumbai-400 026.

04/06/2018