

Ref. No.: IITM/Appt. Letter/2022/ 8

Date: 08th December 2022

Prof.(Dr) Rachita Rana
D-259, Vijayee Veer Awas,
Sector-18A, Dwarka,
New Delhi-110058

Sub: Appointment for the post of Director

Dear Prof. (Dr.) Rana,

With reference to your application and subsequent interview, the management is pleased to offer you the post of 'Director' at Institute of Information Technology & Management, Janakpuri, New Delhi on the following terms and conditions.

1. The appointment will be with immediate effect.
2. The appointment shall be in pay scale of Director i.e. Rs.37400-67000 plus other allowances as per rules.
3. The appointment can be terminated after giving one month notice by either side or one month salary in lieu thereof subject to the following:
 - (a) That, in the interest of education of students, it may not be possible for the Management to relieve you during mid-semester. Under such circumstances, you may be required to wait to be relieved at the end of even semester in May of the related academic year and the notice shall till such time remain void.
 - (b) The last date for service such one month notice by you shall be 30th November or 31st May of each calendar year, so that necessary alternative arrangements for the ensuing semester may be made. In case such notice is not served by these dates, this contract shall be deemed extended to the next academic year and the terms & conditions of the so extended contract shall remain the same. The process shall continue up to a period of three years, as per procedure specified above.
 - (c) One month notice given by the Management shall be served either personally or dispatched by post to your local address as communicated by you/ available on the Institute's Office record. The notice shall commence from the date of dispatch of the notice.

1/2

D-29, Institutional Area, Janakpuri, New Delhi-110058

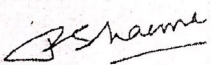
Rachita Rana
Dr. Rachita Rana
Director

Institute of Information Technology &
Management New Delhi



- (d) No leave or absence from work shall be allowed during the Notice Period. Notice on the Management, while you are already on leave, with or without pay, shall be treated as void unless you first join your duties and then serve the one month notice as per conditions stipulated above. However maximum two days leave can be allowed to meet any contingencies during the notice period.
4. You shall contribute 10 % of the Gross Salary (maximum amount equivalent to 1 ½ month's gross salary) towards the institute revolving fund. The amount so deposited in your revolving fund shall be refunded/adjusted against your dues, if any, at the time of your leaving the job with institute. On completion of deposit of 1 ½ month's gross salary, a simple interest at the prevailing saving banks interest rate shall be paid on the total amount on yearly basis.
 5. You shall be entitled for casual & earned leaves as per the Institute rules.
 6. The Institute shall remain open during the winter and summer vacations. You shall be required to attend the Institute during the vacations as well, so as to take care of various academic and administrative requirements of the Institute.
 7. You shall abide by the rules & regulations framed and issued from time to time by the management irrespective of the eventuality whether such rules are individually notified to you or not.
 8. Innovative & outstanding performance including publications preferably on the subject taught shall be suitably rewarded. Your initiative to adopt the best teaching practices to better the Institute's academic environment and suggestions to improve the teaching learning standards shall be suitably recognized & appreciated.
 9. This is a full time job with full time salary. Please join IITM family with a commitment to dedicate yourself to the cause of value based quality education considering it to be a nation building mission.

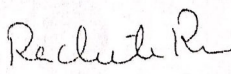
In case the above terms are acceptable to you, you are requested to please return one copy of this appointment letter duly signed as your acceptance of the above stated terms of this contract.



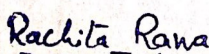
(Chairman)

Received copy

I hereby accept the above terms and conditions.

Signature: 
Name : Rachita Rana
Date : 8-12-2022

2/2


Dr. Rachita Rana
Director
Institute of Information Technology &
Management New Delhi



IITM

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INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT
(Approved by AICTE & Affiliated to GGS Indraprastha University)

D-29, Institutional Area, Janakpuri, New Delhi-110058

Tele : 011-2852 5051, 2852 5882, Fax : 011-2852 0239

E-mail : director@iitmipu.ac.in Website : www.iitmipu.ac.in

ISO : 9001-2008 CERTIFIED

Ref.No. IITM/2K08/Appointment

Date: 11 Aug, 2008

Mr. Gopal Singh Latwal

A-431, Pocket-00, Sector-2,

Rohini, New Delhi - 110085

Subject : Confirmation for the Post of Lecturer

Reference : Letter No.IITM/2K7/Apppt.letter dated 10 Aug, 2007

Dear Mr. Latwal,

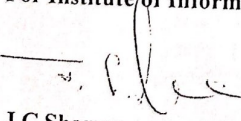
This is in continuation of letter referred above, we are pleased to inform you that your appointment as Lecturer, Pay Scale 8000-275-13500 has been confirmed after successful completion of the probation period.

Your appointment will be governed by the orders issued by GGSIP University, New Delhi from time to time.

Thanking you,

Yours faithfully,

For Institute of Information Technology & Management


J.C.Sharma

Chairman

Rachita Rana

Dr. Rachita Rana

Director

Institute of Information Technology &
Management New Delhi



Ref. No.IITM/2K7/Apptt. letter

Date: 10/08/2007

Mr. Gopal Singh Latwal
A-431, Pocket-00, Sector-2,
Rohini, New Delhi-110085.

Subject : Appointment for the post of 'Lecturer'.

With reference to your application for the post of 'Lecturer', we are pleased to appoint you in the position of 'Lecturer' in Management discipline, in our Institute on the terms and conditions given below:

1. The appointment shall be on contractual basis for a period of one year from the date of joining.
2. The appointment shall be in the pay scale of Rs. 8000-275-13500 plus usual allowances.
3. The appointment shall be on probation for a period of six months, which can be reduced or extended by the Management. During the probation period, the Management reserves its right to terminate this appointment by giving 15 days notice without assigning any reasons thereof. After the probation period is over, the appointment can be terminated after giving one month notice from either side or full salary for one month in lieu thereof.

However, it is clarified that in the interest of education of the students, it may not be possible for the Management to relieve the concerned faculty during mid semester / session. Under such circumstances, the faculty concerned may be required to wait to be relieved at the end of the semester / session in the months of December / May of the related calendar year and the said Notice from the faculty shall till such time remain void.

4. The post is temporary but likely to continue.
5. As a member of the Revolving Fund of the Institute, you shall contribute 10% of the gross salary (maximum amount equivalent to your 1-1/2 months' gross salary) towards it. The amount so deposited in the Revolving Fund account shall be refunded / adjusted against dues, if any, at the time of your leaving the job with the Institute.

Rachita Rana
Dr. Rachita Rana
Director

Institute of Information Technology &
Management New Delhi



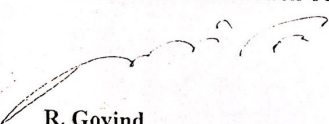
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6. The Faculty and the staff of the Institute shall be entitled for casual and earned leaves as per the rules.
7. The Institute shall remain open during the winter and summer vacations & the faculty and the staff may be required to attend the Institute during the vacations as well, so as to take care of the various academic & administrative requirements of the Institute.
8. In addition to the teaching work for specified number of periods during a week, the faculty and staff shall also be required to fulfill other duties in the Institute as assigned to them from time to time.
9. This is a full time job with full time salary. Please join us with a mission to work and vision to build up a prime institution.

You are requested to please return one copy of this appointment letter duly signed as your acceptance.

Thanking you,

Your's faithfully
for Institute of Information Technology & Management.


R. Govind
Registrar

Received

Sabwal
10/08/2007

Rachita Rana
Dr. Rachita Rana
Director
Institute of Information Technology &
Management New Delhi



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Tele : 011-2852 5051, 2852 5882, Fax : 011-2852 0239

E-mail : director@iitmipu.ac.in Website : www.iitmipu.ac.in

ISO : 9001-2008 CERTIFIED

Ref.No.IITM/2K11/Appointment

Date: 16th July, 2011

Ms. Deepika Arora
29/146, West Patel Nagar,
New Delhi.

Subject: Confirmation for the Post of Assistant Professor

Reference: Letter No.IITM/2010/Apptt. Letter dated 16th July, 2010

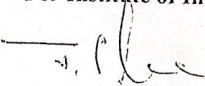
Dear Ms. Deepika Arora,

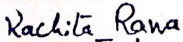
This is in continuation of letter referred above, we are pleased to inform you that your appointment as Assistant Professor, Pay Scale ₹ 15600 - 39100 has been confirmed after successful completion of the probation period.

Your appointment will be governed by the orders issued by GGSIP University, New Delhi from time to time.

Thanking you,

Yours faithfully,
For Institute of Information Technology & Management


J.C.Sharma
Chairman


Dr. Rachita Rana
Director
Institute of Information Technology &
Management New Delhi



Ref. No.IITM/2010/Apptt. letter

16th July, 2010

Ms. Deepika Arora
29/146, West Patel Nagar,
New Delhi.

Subject : Appointment for the post of Assistant Professor.

Dear Ms. Deepika Arora,

With reference to your application for the post of Assistant Professor and the subsequent interview, we are pleased to offer you the position of Assistant Professor in Management discipline in our Institute on the terms and conditions given below:

1. The appointment shall be on probation for a period of one year from the date of joining, which can be reduced or extended by the Management. During the probation period, the Management reserves its right to terminate this appointment by giving 15 days notice without assigning any reasons thereof.
2. On completion of probation the appointment can be terminated by giving one month notice from either side or full salary for one month in lieu thereof. However, it is clarified that in the interest of education of the students, it may not be possible for the Management to relieve you during mid semester / session. Under such circumstances, you may be required to wait to be relieved at the end of the semester / session in the months of December / May of the related calendar year and the Notice shall till such time remain void.
3. The appointment shall be in the pay scale of Rs. 15,600-39,100 plus other usual allowances.
4. As a member of the Revolving Fund of the Institute, you shall contribute 10% of the gross salary (maximum amount equivalent to your 1-1/2 months' gross salary) towards it. The amount so deposited in the Revolving Fund account shall be refunded / adjusted against dues, if any, at the time of your leaving the job with the Institute.

Rachita Rana
Dr. Rachita Rana
Director
Institute of Information Technology &
Management New Delhi



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5. The Faculty of the Institute shall be entitled for casual and earned leaves as per the rules.
6. The Institute shall remain open during the winter and summer vacations & the faculty and the staff may be required to attend the Institute during the vacations as well, so as to take care of the various academic & administrative requirements of the Institute.
7. The Faculty shall also be required to fulfill other duties in the Institute as assigned to them from time to time.
8. This is a full time job with full time salary. Please join us with a mission to work and vision to build up a prime institution.

You are requested to please return one copy of this appointment letter duly signed as your acceptance.



(Prof. S. Chaturvedi)
Director

Recd.
Supriya

Rachita Rana
Dr. Rachita Rana
Director
Institute of Information Technology &
Management New Delhi



Date: 22-04-2024

Dr. Latika Malhotra
A-79, Arya Samaj Road
Uttam Nagar
New Delhi-110059

Subject: Confirmation for the Post of Assistant Professor

Reference: Letter No.IITM/App. Letter/Mgmt/2023/42 Date: 10-10-2023

Dear Dr. Latika Malhotra,


This is in continuation of letter referred above, we are pleased to inform you that your appointment as Assistant Professor Pay Scale Rs.15600-39100 has been confirmed after successful completion of the probation period.

Your appointment will be governed by the orders issued by the GGSIP University, New Delhi form time to time.

Thanking you,

Yours faithfully,

For Institute of Information Technology & Management


Prof. (Dr) Rachita Rana
Director

Prof. (Dr) Rachita Rana

Institute of Information Technology & Management, New Delhi


Dr. Rachita Rana
Director

Institute of Information Technology & Management, New Delhi

D-29, Institutional Area, Janakpuri, New Delhi-110058

Tel. 011-2852 5051, 2852 5882, 2852 0239

E-mail: director@iitmipu.ac.in, Website: www.iitmjanakpuri.com



Ref. No.: IITM/App. Letter/Mgmt/2023/42

Date: October 10, 2023

Dr. Latika Malhotra
A-79, Arya Samaj Road
Uttam Nagar
New Delhi-110059

Appointment for the Post of 'Assistant Professor'

Dear Dr. Latika Malhora,

We are pleased to offer you the appointment to the post of 'Assistant Professor' on probation in the department of Management -MBA- on the following terms and conditions.

1. The appointment shall be on probation for a period of one year with effect from the date of joining i.e. 14.03.2023. However, the Management in its well considered decision considering your performance as a teacher & team work may reduce or extend the probation period even beyond one year. The post is temporary but likely to continue till the programme continues.
2. The appointment shall be in the pay scale of Rs. 15,600 – 39,100 plus other allowance as per the Institute rules. The gross salary fixed & mutually agreed (refer Appendix-I) shall remain unaltered. You shall not be entitled to claim any additional payment/ benefits otherwise applicable.
3. The appointment can be terminated after giving one month notice by either side subject to the following:
 - (a) That in the interest of education of students, it may not be possible for the Management to relieve you during mid semester. Under such circumstances, you may be required to wait to be relieved at the end of the odd semester in December or at the end of even semester in May of the related academic year and the notice shall remain void till such time.
 - (b) The last date for serving such one month notice during probation period shall be 30th day of November or 30th day of April of each calendar year, so that necessary alternative arrangements for the ensuing semester can be made. However, the management in its well considered decision considering that education of the students is not jeopardized, may relieve you with immediate effect.

Rachita Rana
Dr. Rachita Rana
Director

Institute of Information Technology &
Management New Delhi

D-29, Institutional Area, Janakpuri, New Delhi-110058
Tel. 011-2852 5051, 2852 5882, 2852 0239

E-mail: director@iitmipu.ac.in, Website: www.iitmjanakpuri.com

Contd..2/-



- (c) After completion of probation, you shall be liable to give one month notice and last date for serving such one month notice shall be 30th day of November or 30th day of April of each calendar year.
- (d) Termination notice given by the Management shall be served either personally or dispatched by post/mailed to your local address/ e-mail ID as communicated by you/available on the Institute's Office record. The notice period shall commence from the date of dispatch of the notice.
- (e) No leave or absence from work shall be allowed during the Notice Period. Notice on the Management, if you are already on leave with or without pay, shall be treated as void unless you first join your duties and then serve the notice as per conditions stipulated above. However maximum two days leave, if due, can be allowed to meet any contingencies during the notice period.
4. In order to ensure compliance of the terms contained in para 3 above, 10% of your gross salary shall be deducted to build up a 'Security Deposit' equivalent to your one and half month's gross salary. On completion of the deposit of one & half month's gross salary, the said amount shall be deposited with the Institute's Bank in favour of yourself & IITM as a "Joint Fixed Deposit (JFD)" for a minimum period of one year. This period of JFD shall keep extending to commensurate your service span with the Institute. The JFD shall, on behalf of the Institute, be signed by the Director or any other officer designated for the purpose by the Management.
5. On completion of the probation period further 10% of your gross salary shall be deducted to build up 'Security Deposit' equivalent to your one month gross salary. Other terms and conditions shall remain same as per para 3 & 4 above.

Management reserves the right to revoke the said JFD and refund the maturity amount including bank interest accrued thereon to you after adjusting the Institute-dues, if any, at the time of your leaving the job.

6. You shall be entitled for casual & earned leaves as per the Institute leave rules.
7. You shall abide by the rules & regulations framed and issued from time to time by the management.
8. Please always make sure to take prior permission if you intend to remain away from work even for a single day. Please take all precautions to maintain the quality of education and uphold the dignity of the profession of a teacher, both in conduct & performance, which is our first and foremost commitment towards the students.

Rachita Rana
Dr. Rachita Rana
Director
Institute of Information Technology &
Management New Delhi



9. The Management shall have the right and power to suspend this Contractual Appointment with immediate effect, if & when a serious misconduct including dereliction of duty, particularly with reference to the quality of teaching/student care etc, is reported against you. Under such circumstances, the Management may consider even termination of this Contract, revoking applicability of Para 3 above, without any notice and salary for the Notice Period.
10. If you remain absent from work without permission for a continuous period of seven days, you shall be deemed to have terminated this Contractual Appointment with us with effect from the date you complete seven days of such absence. Under such eventuality, the Management shall be well within its right to revoke your appointment and recover one month salary, whatever applicable as per Paras 3, 4 & 5 above.
11. The Institute shall remain open during the winter/summer non teaching periods & the faculty may be required to attend the Institute so as to take care of various academic & administrative needs.
12. Innovative & outstanding performance including publication of minimum one research paper, preferably on the subject taught by you, during each semester in a National/International Indexed Journal of repute, shall be rewarded and failure to publish at least one such research paper during each academic session may attract adverse notice to the extent of stopping your annual increment.
13. This is a full time job with full time salary. Please join IITM family with a commitment to dedicate yourself to the cause of value based quality education considering it to be a nation building mission.

In case the above terms are acceptable to you, you are requested to please return one copy of this Appointment Letter duly signed as your acceptance of the above stated terms of this contract.

Wish you all that is best.

Rachita B

Prof. (Dr) Rachita Rana

Director (Dr.) Rachita Rana

Director

Institute of Information Technology
& Management, New Delhi

A. Malhotra

Terms Accepted

(Signature with Date)

Name: Dr. Calika Malhotra

Rachita Rana
Dr. Rachita Rana
Director
Institute of Information Technology &
Management New Delhi



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Tele : 011-2852 5051, 2852 5882, Fax : 011-2852 0239

E-mail : director@iitmipu.ac.in Website : www.iitmipu.ac.in

ISO : 9001-2008 CERTIFIED

Ref.No.IITM/2K12/Appointment

Date: 02nd August, 2012

Ms. Sunitha Ravi

Plot No.-144, Ground Floor, Pratap Nagar,

Near Jail Road, New Delhi-110064.

Subject: Confirmation for the Post of Assistant Professor

Reference: Letter No.IITM/Apptt. Letter/2011/08 dated 02nd August, 2011

Dear Ms. Sunitha Ravi,

This is in continuation of letter referred above, we are pleased to inform you that your appointment as Assistant Professor, Pay Scale ₹ 15600 - 39100 has been confirmed after successful completion of the probation period.

Your appointment will be governed by the orders issued by GGSIP University, New Delhi from time to time.

Thanking you,

Yours faithfully,
For Institute of Information Technology & Management



J.C.Sharma
Chairman

Rachita Rana

Dr. Rachita Rana
Director

Institute of Information Technology &
Management New Delhi



Ref. No. IITM/Apptt. Letter/2011/08

Date : 02nd August, 2011

Ms. Sunitha Ravi
Plot No.144, Ground Floor,
Pratap Nagar, Near Jail Road,
New Delhi – 110064.

Appointment for the post of 'Assistant Professor'

Dear Ms. Sunitha Ravi,

With reference to your application and subsequent interview, we are pleased to offer you the appointment on the post of 'Assistant Professor' in this Institute in Management discipline on the following terms & conditions:

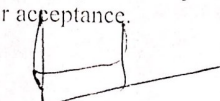
1. The appointment shall be on contractual basis for a period of one year with effect from **28-07-2011**. The post is temporary but likely to continue.
2. The appointment shall be in the pay scale of ₹ 15,600 – 39100 plus other allowances.
3. The appointment can be terminated after giving one month notice from either side or one month salary in lieu thereof subject to the following :
 - (a) That in the interest of education of students, it may not be possible for the Management to relieve you during mid semester. Under such circumstances, you may be required to wait to be relieved at the end of the odd semester in December or at the end of even semester in May of the related academic year and the notice shall till such time remain void.
 - (b) The last date for serving such one month notice shall be 30th November or 31st May, each year, so that necessary alternative arrangements for the ensuing semester may be made. In case such notice is not served by either side by these dates, this contract shall be deemed extended to the next academic year. While other terms & conditions of the so extended contract shall remain the same, the monthly salary fixed for the extended one year contract shall be communicated to you separately. The process shall continue till the contract is terminated by either of the two sides, as per procedure specified herein.
 - (c) No leave or absence from work shall be allowed during the Notice Period.

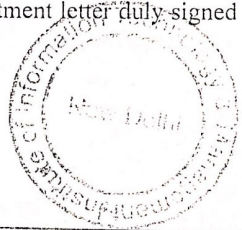
Rachita Rana
Dr. Rachita Rana
Director
Institute of Information Technology &
Management New Delhi



4. You shall contribute 10% of the gross salary (maximum amount equivalent to 1-1/2 month gross salary) towards the Institute's Revolving Fund. The amount so deposited in your Revolving Fund shall be refunded /adjusted against your dues, if any, at the time of your leaving the job with the Institute. On completion of deposit of 1-1/2 month gross salary, a simple interest at prevailing savings bank interest rate shall be paid on the total amount on yearly basis.
5. You shall be entitled for casual and earned leaves as per the Institute rules.
6. The Institute shall remain open during the winter and summer vacations & the faculty may be required to attend the Institute during the vacations as well, so as to take care of various academic & administrative requirements of the Institute.
7. The faculty is expected to work with full commitment, integrity & dedication to perform their teaching, co-curricular, extra-curricular, research and professional responsibilities, as elaborated in UGC Regulation dated 30th June 2010 (published in Gazette of India, Part III, Section 4 on 18th September 2010), in Appendix -III. Innovative & outstanding performance shall be suitably rewarded.
8. This is a full time job with full time salary. Please join us with a mission to work and vision to build up a prime institution.

You are requested to please return one copy of this appointment letter duly signed as your acceptance.



Prof. S. Chaturvedi
Director



Received copy

I hereby accept the above terms and conditions.

Date 02/08/2011

Signature : 

Name : Sunitha Ravi

Rachita Rana
Dr. Rachita Rana
Director
Institute of Information Technology &
Management New Delhi



Date: 22-04-2024

Dr. Sonam Arora
B1A, Janakpuri
New Delhi-110058

Subject: Confirmation for the Post of Assistant Professor

Reference: Letter No.IITM/App. Letter/Mgmt/2023/47 Date: 10-10-2023

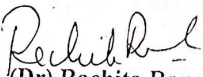
Dear Dr. Sonam Arora,

This is in continuation of letter referred above, we are pleased to inform you that your appointment as Assistant Professor Pay Scale Rs.15600-39100 has been confirmed after successful completion of the probation period.

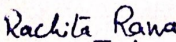
Your appointment will be governed by the orders issued by the GGSIP University, New Delhi from time to time.

Thanking you,

Yours faithfully,
For Institute of Information Technology & Management


Prof. (Dr.) Rachita Rana
Director
Prof. (Dr.) Rachita Rana
Director

Institute of Information Technology
& Management, New Delhi


Dr. Rachita Rana
Director
Institute of Information Technology &
Management New Delhi

D-29, Institutional Area, Janakpuri, New Delhi-110058

Tel. 011-2852 5051 2852 5882 2852 8888



Ref. No.: IITM/App. Letter/Mgmt/2023/47

Date: October 10,2023

Dr. Sonam Arora
B1A, Janakpuri
New Delhi-110058

Appointment for the Post of 'Assistant Professor'

Dear Dr. Sonam Arora,

We are pleased to offer you the appointment to the post of 'Assistant Professor' on probation in the department of Management on the following terms and conditions.

1. The appointment shall be on probation for a period of one year with effect from the date of joining i.e.10.03.2023. However, the Management in its well considered decision considering your performance as a teacher & team work may reduce or extend the probation period even beyond one year. The post is temporary but likely to continue till the programme continues.
2. The appointment shall be in the pay scale of Rs. 15,600 – 39,100 plus other allowance as per the Institute rules. The gross salary fixed & mutually agreed (refer Appendix-I) shall remain unaltered. You shall not be entitled to claim any additional payment/ benefits otherwise applicable.
3. The appointment can be terminated after giving one month notice by either side subject to the following:
 - (a) That in the interest of education of students, it may not be possible for the Management to relieve you during mid semester. Under such circumstances, you may be required to wait to be relieved at the end of the odd semester in December or at the end of even semester in May of the related academic year and the notice shall remain void till such time.
 - (b) The last date for serving such one month notice during probation period shall be 30th day of November or 30th day of April of each calendar year, so that necessary alternative arrangements for the ensuing semester can be made. However, the management in its well considered decision considering that education of the students is not jeopardized, may relieve you with immediate effect.

Rachita Rana

Dr. Rachita Rana

Director

Institute of Information Technology &
Management New Delhi

D-29, Institutional Area, Janakpuri, New Delhi-110058

Tel. 011-2852 5051, 2852 5802, 2852 0239

E-mail: director@iitmipu.ac.in. Website: www.iitmipu.ac.in



- (c) After completion of probation, you shall be liable to give one month notice and last date for serving such one month notice shall be 30th day of November or 30th day of April of each calendar year.
- (d) Termination notice given by the Management shall be served either personally or dispatched by post/mailed to your local address/ e-mail ID as communicated by you/available on the Institute's Office record. The notice period shall commence from the date of dispatch of the notice.
- (e) No leave or absence from work shall be allowed during the Notice Period. Notice on the Management, if you are already on leave with or without pay, shall be treated as void unless you first join your duties and then serve the notice as per conditions stipulated above. However maximum two days leave, if due, can be allowed to meet any contingencies during the notice period.
4. In order to ensure compliance of the terms contained in para 3 above, 10% of your gross salary shall be deducted to build up a 'Security Deposit' equivalent to your one and half month's gross salary. On completion of the deposit of one & half month's gross salary, the said amount shall be deposited with the Institute's Bank in favour of yourself & IITM as a "Joint Fixed Deposit (JFD)" for a minimum period of one year. This period of JFD shall keep extending to commensurate your service span with the Institute. The JFD shall, on behalf of the Institute, be signed by the Director or any other officer designated for the purpose by the Management.
5. On completion of the probation period further 10% of your gross salary shall be deducted to build up 'Security Deposit' equivalent to your one month gross salary. Other terms and conditions shall remain same as per para 3 & 4 above.
- Management reserves the right to revoke the said JFD and refund the maturity amount including bank interest accrued thereon to you after adjusting the Institute-dues, if any, at the time of your leaving the job.
6. You shall be entitled for casual & earned leaves as per the Institute leave rules.
7. You shall abide by the rules & regulations framed and issued from time to time by the management.
8. Please always make sure to take prior permission if you intend to remain away from work even for a single day. Please take all precautions to maintain the quality of education and uphold the dignity of the profession of a teacher, both in conduct & performance, which is our first and foremost commitment towards the students.


Rachita Rana
Dr. Rachita Rana
Director
Institute of Information Technology &
Management New Delhi



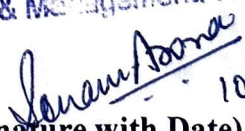
9. The Management shall have the right and power to suspend this Contractual Appointment with immediate effect, if & when a serious misconduct including dereliction of duty, particularly with reference to the quality of teaching/student care etc, is reported against you. Under such circumstances, the Management may consider even termination of this Contract, revoking applicability of Para 3 above, without any notice and salary for the Notice Period.
10. If you remain absent from work without permission for a continuous period of seven days, you shall be deemed to have terminated this Contractual Appointment with us with effect from the date you complete seven days of such absence. Under such eventuality, the Management shall be well within its right to revoke your appointment and recover one month salary, whatever applicable as per Paras 3, 4 & 5 above.
11. The Institute shall remain open during the winter/summer non teaching periods & the faculty may be required to attend the Institute so as to take care of various academic & administrative needs.
12. Innovative & outstanding performance including publication of minimum one research paper, preferably on the subject taught by you, during each semester in a National/International Indexed Journal of repute, shall be rewarded and failure to publish at least one such research paper during each academic session may attract adverse notice to the extent of stopping your annual increment.
13. This is a full time job with full time salary. Please join IITM family with a commitment to dedicate yourself to the cause of value based quality education considering it to be a nation building mission.

In case the above terms are acceptable to you, you are requested to please return one copy of this Appointment Letter duly signed as your acceptance of the above stated terms of this contract.

Wish you all that is best.


Prof. (Dr) Rachita Rana
Director
Prof. (Dr.) Rachita Rana
Director
Institute of Information Technology
& Management, New Delhi

Terms Accepted


(Signature with Date) 10/10/23
Name : Dr. SONAM ARORA

Date: 20-08-2020

Mr. Himanshu Matta
B-2-B/111
Janakpuri
Delhi-110058

Subject: Confirmation for the Post of Assistant Professor

Reference: Letter No. IITM/App. Letter/Mgmt/2019/01 Date: 16-08-2019


Dear Mr. Himanshu Matta,

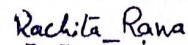
This is in continuation of letter referred above, we are pleased to inform you that your appointment as Assistant Professor Pay Scale Rs.15600-39100 has been confirmed after successful completion of the probation period.

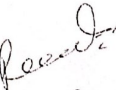
Your appointment will be governed by the orders issued by the GGSIP University, New Delhi from time to time.

Thanking you,

Yours faithfully,
For Institute of Information Technology & Management


Prof. (Dr.) Prerna Mahajan
Director


Dr. Rachita Rana
Director
Institute of Information Technology &
Management New Delhi


H. Matta
20-08-2020



D-29, Institutional Area, Janakpuri, New Delhi-110058

Tel: 011-2852 5051, 2852 5882 & 2852 0239

E-mail: contact@iitmipu.ac.in, Website: www.iitmjanakpuri.com, www.iitmipu.ac.in

Ref.No.:IITM/App.Letter/Mgmt/2019/01

Date: 16th August 2019

Mr. Himanshu Matta
B-2-B/111,
Janakpuri,
New Delhi-110058.

Contractual Appointment for the Post of 'Assistant Professor'

Dear Mr. Himanshu Matta,

We are pleased to offer you the contractual appointment of 'Assistant Professor' on probation in the department of Management on the following terms and conditions:

1. The appointment shall be on contractual basis for a period of one year with effect from 15th July, 2019. The post is temporary but likely to continue.
2. The appointment shall be in the pay scale of Rs. 15,600 – 39,100 plus other allowances as per the Institute rules. The gross salary fixed & mutually agreed shall remain unaltered during the period of contract. You shall not be entitled to claim any additional payment/ benefits otherwise applicable.
3. The appointment can be terminated after giving one month notice by either side or one month salary in lieu thereof subject to the following:
 - (a) That in the interest of education of students, it may not be possible for the Management to relieve you during mid semester. Under such circumstances, you may be required to wait to be relieved at the end of the odd semester in December or at the end of even semester in May of the related academic year and the notice shall till such time remain void.
 - (b) The last date for serving such one month notice by you shall be 30th November or 30th April of each calendar year, so that necessary alternative arrangements for the ensuing semester may be made. In case such notice is not served by these dates, this contract shall be deemed extended to the next academic year and the terms & conditions of the so extended contract shall remain the same. The process shall continue upto a period of three years, as per procedure specified above.
 - (c) One month notice given by the Management shall be served either personally or despatched by post to your local address as communicated by you/available on the Institute's Office record. The notice period shall commence from the date of despatch of the notice.

Rachita Rana
Dr. Rachita Rana
Director

**Institute of Information Technology &
Management New Delhi**



- (d) No leave or absence from work shall be allowed during the Notice Period. Notice on the Management, while you are already on leave, with or without pay, shall be treated as void unless you first join your duties and then serve the notice as per conditions stipulated above. However maximum two days leave, if due, can be allowed to meet any contingencies during the notice period.
- (e) On completion of three years of unblemished service record maintaining quality standards both in academics (teaching, research) and participation in other co-curricular activities, you shall be eligible to be considered for regularization of your appointment.
4. In order to ensure compliance of the term and conditions contained in para 3 above, 10% of your gross salary shall be deducted to build up a 'Surety Deposit' equivalent to your 1½ month's gross salary. On completion of the deposit of 1½ month's gross salary, the said amount shall be deposited with the Institute's Bank in favour of yourself & IITM as a "Joint Fixed-Deposit" (JFD) for a minimum period of one year. This period of JFD shall keep extending to commensurate with the time spans contained in para 3 above. The Bank Instrument of JFD shall on behalf of the Institute, be signed by the treasurer / office bearer in the Governing Body of the Society authorized to operate Bank Account & other financial affairs. No interest shall be payable on the revolving till the minimum amount collected becomes equivalent to 1½ month's salary.

Management reserves the right to revoke the said Jt. Fixed Deposit and refund to you the matured amount including the bank interest accrued after adjusting the Institute-dues, if any, at the time of your leaving the job.

5. You shall be entitled for casual & earned leaves on pro-rata basis, as per the Institute rules.
6. You shall abide by the rules & regulations framed and issued from time to time by the management irrespective of the eventuality whether such rules are individually notified to you or not.
7. Please always make sure to take prior permission, if you intend to remain away from work even for a single day. Please take all precautions to maintain the quality of education and uphold the dignity of the profession of a teacher, both in conduct & performance, which is our first and foremost commitment.
8. The Management shall have the right and power to suspend this Contractual Appointment with immediate effect, if & when a serious misconduct including dereliction of duty particularly with reference to the quality of teaching, student care etc. is reported against you. Under such circumstances, the Management may consider even termination of this Contract revoking applicability of Para 3 above.
9. If you remain absent from work without permission for a continuous period of seven days, you shall be deemed to have terminated this Contractual Appointment with us with effect from the date you complete seven days of such absence. Under such eventuality, the Management shall be authorized to recover two months salary from you.

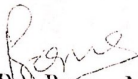
Rachita Rana^{2/3}
Dr. Rachita Rana
Director

Institute of Information Technology &
Management New Delhi



10. The Institute shall remain open during the winter / summer non teaching periods & the faculty may be required to attend the Institute, so as to take care of various academic & administrative requirements of the Institute.
11. You are expected to work with total commitment, integrity of purpose & dedication to perform your teaching, co-curricular, extra-curricular & research assignments.
12. It is reiterated that the contractual appointment of 'Assistant Professor' on probation offered to you is provisional, recognizing your basic qualifications.
13. Innovative & outstanding performance including publication of at least one research paper, preferably on the subject taught by you, during each semester in a National/International Journal of repute, shall be suitably rewarded. Your initiative to adopt the best teaching practices to better the Institute's academic environment and suggestions to improve the teaching learning standards shall be suitably recognized & appreciated.
14. This is a full time job with full time salary. Please join IITM family with a commitment to dedicate yourself to the cause of value based quality education considering it to be a nation building mission.

In case the above terms are acceptable to you, you are requested to please return one copy of this appointment letter duly signed as your acceptance of the above stated terms of this contract.

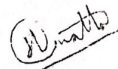

Prof. (Dr.) Prerna Mahajan
(Director)

Prof. (Dr.) Prerna Mahajan
Director
Institute of Information Technology
& Management, New Delhi

Received copy

I hereby accept the above terms and conditions.

Signature

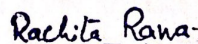


Name

HIMANSHU MATTA

Date

16th August 2019


Dr. Rachita Rana 3/3
Director
Institute of Information Technology &
Management New Delhi



Ref: No.IITM/2K23/Acad/Tfr/

July 17, 2023

ORDER/01/2023

Transfer of the following Faculty Members are hereby ordered as per details given below:

S. No.	Name of Employee	Designation	Present Department	New Department	Transfer date
1	Dr. Sonam Arora	Assistant Professor	BBA Department	MBA Department	01.08.2023
2	Mr. Himanshu Matta	Assistant Professor	BBA Department	MBA Department	01.08.2023

This issues with the prior approval of the Competent Authority.

CC : 1. Chairman Sir,
2. Dr. Sonam Arora
3. Mr. Himanshu Matta

Rachita Rana
Prof.(Dr) Rachita Rana
Director
Prof. (Dr.) Rachita Rana
Director
Institute of Information Technology
& Management, New Delhi

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Dr. Rachita Rana
Director
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