



ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

NAAC Cycle-1 Peer Team Visit (11-13 June 2025)

Details & Documents Submission

Date: 12.06.2025

Day-2

Session: AN

A. Documents Sought during Visit of degradable and Non-degradable waste

S.N.	Particulars	Document Submitted	Annexure
1	Service Record of Faculty Members	Service Records of Three Faculty Members 1. Dr. Vishal Khasgiwala 2. Dr. Chandrajit Laheri 3. Dr. Debashis Banerjee	Annexure - I


Registrar
Atmiya University
Rajkot



Name: Dr. Vishal Khasgiwala

Designation: Dean

Department: Department of Management

Faculty: Faculty of Business & Commerce



ATMIYA UNIVERSITY

Yogidham Gurukul, Kalawad Road,
Rajkot - 360005, (Gujarat) INDIA

सुहृदं सर्वभूतानाम्

No. AU/EST/NSP/D/AUFBe/200307-1/2020

Date: 07 March 2020

To,
Dr. Vishal Khasgiwala
901-B Copper Height,
Sadhu Vaswani Road,
Opp Aditya Height,
Rajkot.
M. 8155942323

Sub: Atmiya University – Offer Letter for the post of **Dean** (Faculty of Business & Commerce)
Ref: As per the Minutes of the Selection Committee held on 25/02/2020

Dear Dr. Khasgiwala,

Jay Swaminarayan!

We congratulate you on your performance at the interview held on 25/02/2020 for the post of **Dean of Management in the Faculty of Business & Commerce** at Atmiya University.

Based on the above, we are pleased to offer you the post of **Dean of the Faculty of Business & Commerce** of Atmiya University. You will be on probation for a period of **one year**, and confirmation therefore will be based on your contribution to the university. As per the norms of the University and based on the details submitted by you, your scale of pay has been fixed as follows.

Scale:	Rs. 37400-67000
Pay:	Rs. 1,31,196/-
Additional Allowance:	Rs. 30,000/-
Special Allowance:	Rs. 15,000/-
Gross Salary:	Rs. 1,76,196/- per month (Rs. One lakh seventy six thousand one hundred ninety six)

This offer is being made on the basis of information provided by you in the application and at the interview. Your employment will be terminated forthwith and further legal action will be taken against you at your cost, if there is any discrepancy in any of the information provided by you, at any time.

You are requested to respond to this offer in the enclosed format within **7 working days** of receipt of this communication to the **Registrar, Atmiya University, Kalawad Road, Rajkot, Gujarat 360005** by post and by email to registrar@atmiyauni.ac.in.

Other terms & conditions will be indicated at the time of appointment of joining duty. You are directed to produce the following at the time of joining:



ATMIYA UNIVERSITY

Yogidham Gurukul, Kalawad Road,
Rajkot - 360005, (Gujarat) INDIA

सुहृदं सर्वभूतानाम्

1. The original Certificates of SSC, HSC.
2. The original Degree Certificates of UG, PG, Ph.D.
3. The Professional Experience Certificates from the different institutes served by you.
4. Identification proof and passport size photographs (3 nos.).
5. Two photocopies of all above.
6. Any other certificates/awards/medals/related to your profession.
7. Last drawn salary certificate.

Awaiting a positive and early response to accelerate our pursuit of youth development through transformative education as a mission of the Atmiya University.

(Col Dr M. P. Singh)
Registrar

03.04.2020
12:21 PM

LETTER OF RESPONSE

From,
Dr. Vishal Khasgiwala
901-B Copper Height,
Sadhu Vaswani Road,
Opp Aditya Height,
Rajkot.
M. 8155942323

To,
Registrar,
Atmiya University,
Kalawad Road,
Rajkot.

Dear Sir,

AUFB/1200307-1

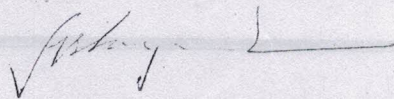
Ref: Your letter **No. AU/EST/NSP/D/ /2020 dated 07/03/2020**

I, **Dr. Vishal Khasgiwala** hereby state that I accept / do not accept the above offer of employment. I am **willing / not willing** to join as **Dean** (Faculty of Business & Commerce) in full time employment at Atmiya University, Rajkot, Gujarat, 360005.

(To be filled only by those accepting the offer)

The University reserves the right to terminate me in case any information/Degree certificate/Documents /Service particulars furnished by me is found to be incorrect or false at any stage.

I will report to duty on / / 2020. (Maximum two months time, but to be at the earliest)


(Signature)

Date: 08/03/2020



सुहृदं सर्वभूतानाम्

No. AU/HR/Appt/D/200409-1/2020

Date: 09-04-2020

To,
Dr. Vishal Khasgiwala
901 B Copper Height,
Sadhu Vaswani Road,
Opp Aditya Height,
Rajkot.
Mob. 8155942323

Sub: Recruitment - Appointment Order - Faculty Position as **Dean** (Faculty of Business & Commerce) - reg.
Ref.: 1. Our offer letter No. AU/EST/NSP/D/AUFBC/200307-1/2020 dated: 07-03-2020
2. Your acceptance letter dated 12-03-2020

Dear Dr. Khasgiwala,

Following your application and subsequent interview held on **25-02-2020** for the post of **Dean** and vide the above two refs., on behalf of the President of the University, I am pleased to appoint you as **Dean** in the Faculty of **Business & Commerce**, Atmiya University, Rajkot, from **9th April, 2020**. Your service will be governed by the Policy of Atmiya University and terms & conditions listed hereunder or amended from time to time:-

1. Your employment will be subject to **one year** probation period. The authority, if necessary may extend the probation period. During the probation period, your services may be terminated by the University without any notice period.
2. You shall be fixed in the pay band of Rs. **37400-67000** with GP Rs. **9000/-** plus usual allowances applicable. Your salary at the time of appointment shall be as follows:-

Basic Pay	-	Rs.	48,000/-
GP	-	Rs.	9000/-
Usual Allowances	-	Rs.	72,390/-
Sub Total	-	Rs.	<u>1,29,390/-</u>
EPF	-	Rs.	1800/-
Additional Allowance	-	Rs.	30,000/-
Special Allowance	-	Rs.	<u>15,000/-</u>
Gross Salary	-	Rs.	1,76,190/-

3. You shall deposit with the office the originals as well self certified true copies or relevant documents such as indicated in Annexure while joining duty.
4. You are required to give the correct mailing address and other personal details in the proforma as soon as you join duty. Any letter sent by Registered Post acknowledgement due to the address given, shall be deemed to have been acknowledged duly & signed by you.

Page 1 of 3





सुहृदं सर्वभूतानाम्

5. If any information given in the application form is found incorrect or contradictory at any time after the appointment, your service will be terminated forthwith and no further correspondence will be entertained.
6. You will not conduct or engage yourself in private tuitions or private coaching classes.
7. You will not engage yourself in any other paid job, full time, part time, honorary or otherwise during the continuance of your service in the University.
8. You will not appear for any examinations without prior permission of the Management while in service of this organization.
9. You will not take part in political activities.
10. If you wish to leave the service during the **probation period**, you will have to give **one month notice or one month gross salary**.
11. After completion of probation period, if you desire to leave the service, you will have to give **three months notice or three months Basic Pay + GP with allowances**, in lieu thereof. Similarly, Management will give three months notice if your services are not required / not satisfactory.
12. You will not directly or indirectly involve yourself in any anti-Management activities.
13. Your behavior with colleagues and entire college staff should be polite, cooperative and gentle.
14. You will not form any union or organization amongst yourselves and colleagues.
15. You are required to observe the prescribed dress code as decided by the Management from time to time.
16. You will not process any letters either signed by you or signed jointly on any issues against the Management without prior permission of the Management.
17. You will have to carry out the duties/work assigned to you by your higher authorities and the Management besides your teaching/routine work.
18. In addition to your regular duties, you will have to carry out the duties assigned by the Management including coordination with the other departments, R&D activities, or any other activities/responsibilities that may be entrusted to you from time to time.
19. You will not apply elsewhere for service without obtaining prior permission from the Management. If it is found that you have applied elsewhere without prior permission from the Management, the Management will impose a penalty of three months' salary on you before issuing the relieving order or you may not be relieved from service of the University.
20. **Appraisal:** You will submit an annual self appraisal in the prevailing format in the month of April. The concerned authorities will conduct an annual appraisal of your progress and contribution and associated career progression.
21. **Motivation:** It is expected that as a faculty member you will guide and motivate junior faculty members as well as students to achieve learning excellence.

Conditions listed below for offering Consultancy by Faculty in Atmiya University:

22. Prior permission from the University must be obtained before undertaking consultancy work.
23. The normal duties of the individual staff member and interest of the department do not suffer.





सुहृदं सर्वभूतानाम्

24. Advisory consultancy type: University facilities are not to be used for the project undertaken.

The Distribution of Consultancy amount

25. Advisory consultancy type; the sharing ratio of 60(Individual): 40(University) percent of the total consultancy.

26. The individual has to meet the cost for stationary / computer charges / preparation of report / GST / Taxes / Administrative charges / engaging the manpower from his share of 60 percent.

27. TA/DA (As per agreement with the client). The entire expenditures have to borne by the company.

28. The Agreement signed by the faculty and client with all conditions and cost of the consultancy duly Notarized need to be submitted before taking up the consultancy.

29. On the completion of the consultancy project a copy of synopsis / achievement made through consultancy to be submitted.

You are requested to acknowledge the receipt of this order and return two copies (enclosed) duly signed in token of acceptance of this order and terms and conditions.

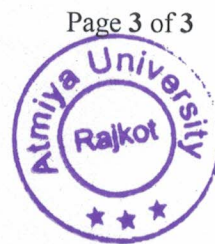
(Col (Dr) M. P. Singh) 9/4/20

Registrar

Copy to:

1. Office of the Provost, Atmiya University, Rajkot
2. Dy. Registrar, Atmiya University, Rajkot
3. Dy. Controller of Examinations, Atmiya University, Rajkot
4. HR Section, Atmiya University, Rajkot
5. Accounts Section, Atmiya University, Rajkot

Received...
✓
(Dr. Vishal Khasgiwala)



Page 3 of 3



ATMIYA UNIVERSITY

Established Under Government of Gujarat Private University Act 11, 2018

Yogidham Gurukul, Kalawad Road,
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सुहृदं सर्वभूतानाम्

Staff Details

Faculty		Department		Designation	
Business & Commerce		management		Dean	
Prefix	Last Name	Name		Middle Name	
Dr./Mr./Ms./Mrs.	KHASGIWALA	VISHAL		—	
Mother's Name		Date of Birth	Marital Status	Blood Group	
Smt. MANJULAKHASGIWALA		30/11/1975	Married / Unmarried	AB+	
Type - Adhoc / Regular	Date of Joining			Bio-RFID	
Regular	09/04/2020			3674	
Permanent Address			Address for Communication		
385, TILAK NAGAR INDORE (M.P.) 452001			B-901 Copper Height, Sadhwasani Road, Near Gopal Chowk, RAJKOT (Guj.)		
Phone	Residence:	Mobile: 8155942323			
Email ID	v.khasgiwala1975@gmail.com / dean.fobc@atmiyauni.ac.in (GJRAJ00414140000010865)				
Category & Caste	Gen/SEBC/SC/ST/Minority -	PF No.	1012474744000		
Aadhar No.	8335 4589 1216	PAN No.	AHXPK3518M		
*Educational Qualifications					
Program	Domain Area	Year of Passing	Percentage/ CGPA	Institution & Uni.	
Ph.D.	MANAGEMENT	April-2011	—	Devi Ahilya University, Indore	
M.Phil	—	—	—	—	
NET/SET/SLET as may be	—	—	—	—	
PG Degree	MBA (MKT) MCA (IGNOU)	JUNE 1998 DEC. 2006	66.159.56	Devi Ahilya University, Indore	
UG Degree	B.Sc (Comp. Sc. (Hons.))	JUNE 1995	62.10	Devi Ahilya Univ., Indore	
Others (incl.PDF)	—	—	—	—	
Experience (Total Years/Months)	Teaching	22 years	Administrative	—	
	Research	—	Industry	2.5 years	
Last Drawn Salary	1.60 Lac / month				
Bank	Bank of INDIA		Account No.	310310310003130	
Branch	Panchnath Branch, Rajkot		IFSC Code	BKID0003103	

Signature of HR

Signature of Candidate



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सुहृदं सर्वभूतानाम्

Checklist for Verification of Certificates

Faculty	Department	Designation	Date of Joining
Business & Commerce	management	Dean	09/04/2020
Full Name	Dr./Mr./Mrs./Ms. VISHAL KHASGIWALA		
Phone	Residence	Mobile 8155942323	
Email ID	vkhaggiwala1975@gmail.com / dean.fobc@atmiyauni.ac.in		

List of documents at the time of joining

Sr.	Document	Verified	Retained	Sr.	Document	Verified	Retained
1.	*Resume	✓		13.	Ph.D. Marksheet (if any)	—	
2.	*Staff Details Form	✓		14.	*Ph.D. Degree Certificate	✓	
3.	*Offer Letter			15.	Other Certificates	✓	
4.	*Joining Report			16.	Experience Certificate	✓	
5.	School Leaving Certificate			17.	Relieving Order of previous institute (if any)		
6.	HSC Marksheet	✓		18.	Last Salary Drawn Certificate	✓	
7.	UG Marksheet	✓		19.	Community Certificate	—	
8.	UG Degree Certificate	✓		20.	Aadhar Card	✓	
9.	PG Marksheet	✓		21.	PAN Card	✓	
10.	*PG Degree Certificate	✓		22.	*Photographs - 3	✓	
11.	M.Phil Marksheet	—		23.	Bank Passbook Copy 1 st Page		
12.	*M.Phil Degree Certificate	—		24.	Medical Certificate of disability (if any)	NA	

*Original +2 photocopies to be retained.



Signature of Candidate

Name:- Dr. Vishal Khasgiwala

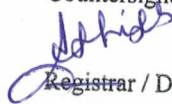
Date:-

Signature of HR 

Name:- JATIN RANPURA

Date:- 09/04/2020

Countersigned with date



Registrar / Dy. Registrar



ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

OFFICE ORDER

No.: AU/HR/210408-2

Date:- 08/04/2021

To,
Dr. Vishal Khasgiwala
Dean - Faculty of Business & Commerce
Atmiya University
Rajkot.

Sub: - Extension of probation period as Dean, Faculty of Business & Commerce – reg.
Ref:- Our Appointment Order No. AU/HR/Appt/D/200409-1/2020 dated 09/04/2020

Dear Dr Khasgiwala,

With reference to the above captioned subject and reference, your probation period is extended for **one more year**, w.e.f. **09.04.2021**.

With warm regards,

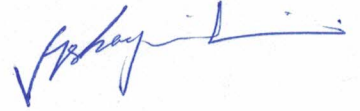

Registrar /C 8/4/21.

Copy to:

1. Dean – Transformative Academics, Atmiya University, Rajkot
2. Dy. Registrar, Atmiya University, Rajkot
- ✓ 3. HR Section, Atmiya University, Rajkot
4. Account Section, Atmiya University, Rajkot

o/c
T. HR
TH







ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

OFFICE ORDER

No.: AU/HR/220409-2

Date:- 09/04/2022

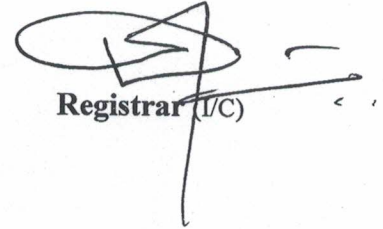
To,
Dr Vishal Khasgiwala
Dean – Faculty of Business & Commerce
Atmiya University
Rajkot

Sub: Regularisation of appointment- reg.

Ref:- 1) Office Order No. AU/HR/210408-2 dated 08/04/2021
2) Appointment Order No. AU/HR/Appt/D/200409-1/2020 dated 09/04/2020

Dear Dr Khasgiwala,

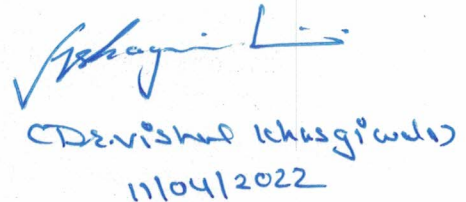
With reference to the above and based on your self-appraisal submitted, it is hereby informed that your services in Atmiya University are regularised from **09/04/2022**, including period of probation. Your designation on regularisation is **Dean - Faculty of Business & Commerce**. Other terms and conditions will remain same as mentioned in your appointment order cited at reference (2).


Registrar (I/C)

Copy to:

1. Hon'ble Pro-Chancellor, Atmiya University, Rajkot
2. Hon'ble Vice Chancellor, Atmiya University, Rajkot
3. Office of Registrar, Atmiya University, Rajkot
4. Dy Registrar, Atmiya University, Rajkot
5. Dean, Transformative Academics, Atmiya University, Rajkot
6. HR Section, Atmiya University, Rajkot
7. Accounts Section, Atmiya University, Rajkot




Dr Vishal Khasgiwala
11/04/2022

Office Order - Duty Leave

AU-HR - <hr@atmiyauni.ac.in>

To: Dean FOBC <dean.fobc@atmiyauni.ac.in>

Cc: AU-Registrar <registrar@atmiyauni.ac.in>

Fri, Oct 18, 2024 at 12:52 PM

OFFICE ORDER

No. AUFBC/241017-2

Date:- 17/10/2024

Dr. Vishal Khasgiwala, Dean, Faculty of Business & Commerce, Atmiya University, Rajkot is permitted to attend duty at Patan, Gujarat (India) from **18/10/2024** to **19/10/2024** (1.75 Days).

The purpose of this visit is expert talk on Ph.D coursework at Hemchandracharya North Gujarat University (HNGU), Patan, Gujarat (India).

Nil T.A/D.A. for the above purpose will be borne by the University as per norms.

-sd-
Registrar

Note: Please use a copy of this office order email for any further related communication-

Thanks & Regards

HR Section
Atmiya University
Rajkot.
Extn: 1201

Office Order - Duty Leave

AU-HR - <hr@atmiyauni.ac.in>

To: Dean FOBC <dean.fobc@atmiyauni.ac.in>

Cc: AU-Registrar <registrar@atmiyauni.ac.in>

Sat, Jan 11, 2025 at 11:32 AM

OFFICE ORDER

No. AUFBC/250110-1

Date:- 10/01/2025

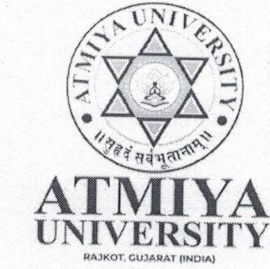
Dr. Vishal Khasgiwala Dean, Faculty of Business & Commerce, Atmiya University, Rajkot is permitted to attend duty at Upleta & Dhoraji, Gujarat (India) on **09/01/2025** (01 Day).

The purpose of this visit is for University promotion at Upleta & Dhoraji, Gujarat (India).

Nil T.A/D.A. for the above purpose will be borne by the University as per norms.

-sd-
Registrar

Note: Please use a copy of this office order email for any further related communication-



ATMIYA HR Section,
Yogidham Gurukul,
Kalawad Road,
Rajkot Gujarat (INDIA) - 360005
Ext. No. 1201, 1202, 1012
Mob. 97277 00513

Office Order - Duty Leave

AU-HR - <hr@atmiyauni.ac.in>

To: Dean FOBC <dean.fobc@atmiyauni.ac.in>

Cc: AU-Registrar <registrar@atmiyauni.ac.in>

Tue, Feb 25, 2025 at 1:05 PM

OFFICE ORDER**No.** AUFBC/250222-1**Date:-** 22/02/2025

Dr. Vishal Khasgiwala Dean, Faculty of Business & Commerce, Atmiya University, Rajkot is permitted to attend duty at Ahmedabad and Vadodara, Gujarat (India) from **24/02/2025** to **26/02/2025** (3 Days).

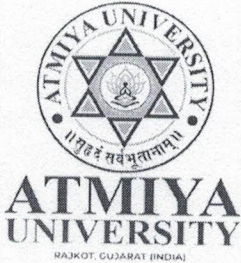
The purpose of this visit is to travel for the promotion of liberal studies program, Ahmedabad and Vadodara, Gujarat (India).

The T.A/D.A. for the above purpose will be borne by the University as per norms.

-sd-
Registrar

Note: Please use a copy of this office order email for any further related communication-

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ATMIYA HR Section,
Yogidham Gurukul,
Kalawad Road,
Rajkot Gujarat (INDIA) - 360005
Ext. No. 1201, 1202, 1012
Mob. 97277 00513

Career Progress Report

Name:	Dpt. Vishal Khasgiwala	Faculty:	Business & Commerce
Dept:	—	Designation:	Dean - FoBC

Experience Before Joining

Type	Year	Month	Remarks	Details of Past Exp. At AGI, if applicable	
Academic	22	00	-	Dept:	
Industrial / Field	25	00	-	Faculty:	
Research & Publication	-	-	-	Last Designation:	
Other	-	-	-	Job Duration	_____ to _____
Total Exp.	YY: 24.5	MM: 00		Total Exp.	YY: _____ MM: _____

After Joining

Date of Joining: _____

[illegible]

*Duly filled and submitted with joining report to HR Department.

Signature of Candidate

Name:-

Date:-

Signature of HR

Name:-

Date:-

Countersigned with date

Registrar / Dy. Registrar

Office Order - Duty Leave

AU-HR - <hr@atmiyauni.ac.in>

To: Dean FOBC <dean.fobc@atmiyauni.ac.in>

Cc: AU-Registrar <registrar@atmiyauni.ac.in>

Sat, Nov 4, 2023 at 11:44 AM

OFFICE ORDER

No. AUFBC/231104-1

Date:- 04/11/2023

Dr. Vishal Khasgiwala, Dean, Faculty of Business & Commerce, Atmiya University, Rajkot was permitted to attend duty at New Delhi (India) from **26/10/2023** to **27/10/2023** (1.5 Days).

The purpose of this visit was MoU signing at New Delhi (India).

The T.A/D.A. for the above purpose will be borne by the University as per norms.

-sd-
Registrar

Note: Please use a copy of this office order email for any further related communication.

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HR Section
Atmiya University
Rajkot.
Extn: 1202

Office Order - Duty Leave

AU-HR - <hr@atmiyauni.ac.in>

To: Dean FOBC <dean.fobc@atmiyauni.ac.in>

Mon, Jul 1, 2024 at 6:11 PM

OFFICE ORDER

No. AUFBC/240629-2

Date:- 29/06/2024

Dr. Vishal Khasgiwala, Dean, Faculty of Business & Commerce, Atmiya University, Rajkot is permitted to attend duty at Rajkot, Gujarat (India) on **29/06/2024** (0.5 Day).

The purpose of this visit is to invite as an external expert for DAC at Marwadi University, Rajkot, Gujarat (India).

Nil T.A/D.A. for the above purpose will be borne by the University as per norms.

-sd-

Registrar

Note: Please use a copy of this office order email for any further related communication

--

Thanks & Regards

*HR Section
Atmiya University
Rajkot.
Extn: 1201*

Office Order - Duty Leave

AU-HR - <hr@atmiyauni.ac.in>

To: Dean FOBC <dean.fobc@atmiyauni.ac.in>

Wed, Jul 3, 2024 at 5:16 PM

OFFICE ORDER

No. AUFBC/240703-1

Date:- 03/07/2024

Dr. Vishal Khasgiwala, Dean, Faculty of Business & Commerce, Atmiya University, Rajkot is permitted to attend duty at New Delhi, Delhi (India) from **04/07/2024** to **06/07/2024** (2.5 Days).

The purpose of this visit is to attend 4th Global Education Summit on Commerce & Accountancy (GES-CA) 2024 organized by ICAI, New Delhi, Delhi (India).

The T.A/D.A. for the above purpose will be borne by the University as per norms.

-sd-
Registrar

Note: Please use a copy of this office order email for any further related communication

--

Thanks & Regards

HR Section
Atmiya University
Rajkot.
Extn: 1201

Name: Dr. Chandrajit Lahiri

Designation: Professor

Department: Department of Life Sciences (Biotechnology)

Faculty: Faculty of Science



ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

OFFER LETTER

No. AU/HR/OL/Professor/230208-1/2023

Date: 08/02/2023

Dr. Chandrajit Lahiri

Babavilla Rani Park,

P.O. Madhya gram, Kolkata-129.

Email id: chandrajitlahiri1@gmail.com

Sub: Offer of appointment as **Professor** in Department of **Biotechnology** Faculty of Science at Atmiya University, Rajkot – reg.

Dear **Dr. Chandrajit Lahiri**,

Greetings from Atmiya University, Rajkot!

We congratulate you on your performance in the interview held on 27/01/2023 at Atmiya University, Rajkot.

Based on the above, we are pleased to offer you the post of **Professor** in the Department of **Biotechnology**, Faculty of **Science** at Atmiya University, Rajkot. You will be on probation for a period of **one year's**, and confirmed thereafter, based on your contribution to the university. As per the norms of the University and based on the details submitted by you, your scale of pay has been fixed as follows:

Scale of Pay	37400-67000 (with Basic Pay: 37400)
Grade Pay	9000
Other Allowances	59140
Gross Salary	105540/- (Rupees One Lakh Five Thousand Five Hundred Forty only)

This offer is being made on the basis of information provided by you in the application and during the interview. Your employment will be terminated forthwith if there is any discrepancy in any of the information provided by you, at any time and further legal action will be taken against you at your cost.

You are requested to respond to this offer in the enclosed format within **7 working days** of receipt of this communication to the **Registrar, Atmiya University** by email to **registrar@atmiyauni.ac.in**.

Other terms & conditions will be communicated at the time of joining duty. You are directed to produce the following at the time of joining:

1. Resume
2. The Original Certificates and Marksheets of SSC, HSC.
3. The Original School Leaving Certificate.
4. The Original Certificates and Marksheets of UG, PG.
5. The Original Certificates of Ph.D / NET / SLET.
6. The Professional Experience Certificates from the different institutes served by you.
7. Aadhaar Card, PAN Card.
8. Photo identification proof and passport size photographs (3 nos.).
9. **Two photocopies of all above.**
10. Any other certificates/awards/medals/related to student academic record / profession.
11. Last drawn salary certificate, if applicable.





ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

We await a positive and early response in order to accelerate our pursuit of youth development through transformative education which is the mission of Atmiya University, Rajkot.

CC: 1. Registrar
2. HR Section


Registrar

Received
Har
13.03.2023



LETTER OF RESPONSE

Dr. Chandrajit Lahiri

Babavilla Rani Park,

P.O. Madhya gram, Kolkata-129.

Email id: chandrajitlahiri1@gmail.com

To,
Registrar
Atmiya University,
Kalawad Road,
Rajkot.

Dear Sir,

Ref: Your letter No. AU/HR/OL/Professor/230208-1/2023 dated 08/02/2023

I, **Dr. Chandrajit Lahiri**, hereby state that I accept / ~~do not accept~~ the above offer of employment. I am willing / ~~not willing~~ to join as **Professor** in Department of **Biotechnology**, Faculty of **Science** in full time employment at Atmiya University, Rajkot, Gujarat - 360005.

(Below mentioned to be filled when accepting the offer)

The University reserves the right to terminate me in case any information/Degree certificate/Documents /Service particulars/claims/testimonials furnished by me is found to be incorrect or false at any stage. The appointment order will be issued only after getting my acceptance.

I will report to duty on 13 / 03 / 2023.

Chandrajit Lahiri

(Signature)

Date: 13/02 /2023.



ATMIYA UNIVERSITY

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Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

No. AU/HR/Appt/Professor/230313- 7/2023

Date: 13/03/2023

To,

Dr. Chandrajit Lahiri

Babavilla Rani Park,

P.O. Madhya Gram, Kolkata-129

Email id: chandrajitlahiri1@gmail.com

Sub: Appointment Order - Faculty Position as **Professor** in Department of **Biotechnology**
Faculty of Science, Atmiya University, Rajkot - reg.

Ref: 1. Our offer letter no. AU/HR/OL/AP/230208-1/2023 dated: 23/01/2023
2. Your acceptance letter dated 01/03/2023

Dear **Dr. Chandrajit Lahiri**,

Following your application and subsequent interview with us on 27/01/2023 on behalf of the President of the University, I am pleased to appoint you as **Professor** in the Department of **Biotechnology**, Faculty of **Science**, Atmiya University, and Rajkot from **13th March, 2023**. Your service will be governed by the Policy of Atmiya University and terms & conditions listed hereunder or amended from time to time:-

1. Your employment will be subject to **one year's** probation period. The authority, if necessary may extend the probation period. After completion of the first your performance will be reviewed as per the annual appraisal process at the University for the revision of salary.
2. You shall be fixed in the pay band of Rs. **37400-67000**. The salary at the time of appointment shall be as follows:-

Basic Pay	Rs. 37400
Grade Pay & Other Allowances	Rs. 68140
Gross Salary	Rs. 105540/- (Rupees One Lakh Five Thousand Five Hundred Forty only)

3. You shall present the originals and submit self-certified true copies of relevant documents while joining duty.
4. You are required to give the correct mailing address and other personal details in the proforma as soon as you join duty. Any letter sent by Registered Post with acknowledgement to the address given, shall be deemed to have been acknowledged duly and signed by you.
5. If any information given in the application form is found incorrect or contradictory at any time after the appointment, your service will be terminated forthwith and no further correspondence will be entertained.
6. You will not conduct or engage yourself in private tuitions or private coaching classes.
7. You will not engage yourself in any other paid job, full time, part time, honorary or otherwise during the continuance of your service in the University.
8. You will not appear for any examinations without prior permission of the Management while in service of this organization.
9. You will not take part in political activities.






ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

10. If you desire to leave the service, you will have to give **three months' notice or three months' gross salary**, in lieu thereof. However, in the interest of academics, any request to leave the service either through notice period or notice pay during the **academic year** may not be accepted and decision will be at the discretion of competent authority. In case if your services are not required / not satisfactory, Management will give **one month notice or one month gross salary** in lieu thereof.
11. You will not directly or indirectly involve yourself in any anti-Management activities.
12. Your behavior with colleagues and entire college staff should be polite, cooperative and gentle.
13. You will not form any union or organization amongst yourselves and colleagues.
14. You are required to observe the prescribed dress code as decided by the Management from time to time.
15. You will not process any letters either signed by you or signed jointly on any issues against the Management without prior permission of the Management.
16. You will have to carry out the duties/work assigned to you by your higher authorities and the Management besides your teaching/routine work.
17. In addition to your regular duties, you will have to carry out the duties assigned by the Management including coordination with the other departments, R&D activities, or any other activities/responsibilities that may be entrusted to you from time to time.
18. You will not apply elsewhere for service without obtaining prior permission from the Management. If it is found that you have applied elsewhere without prior permission from the Management, the Management will impose a penalty of three months' salary on you before issuing the relieving order or you may not be relieved from service of the University.
19. **You will adhere to all the policies, Regulations, Rules and Norms of the University as amended from time to time**
20. **Appraisal:** You will submit an annual self appraisal in the prevailing format in the month of April. The concerned authorities will conduct an annual appraisal of your progress and contribution and associated career progression.
21. **Motivation:** It is expected that as a faculty member you will guide and motivate junior faculty members as well as students to achieve learning excellence.

You are requested to acknowledge the receipt of this order duly signed in token of acceptance of this order and terms and conditions.


Registrar

Copy to:

1. Hon'ble Pro-Chancellor
2. Hon'ble Vice-Chancellor
3. Hon'ble Pro Vice-Chancellor
4. Office of the Registrar
5. Office of Controller of Examinations
6. HR Section




Received



ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

Staff Details

Faculty		Department		Designation	
SCIENCE		BIOTECHNOLOGY		PROFESSOR	
Prefix	Last Name	Name		Middle Name	
Dr./Mr./Ms./Mrs.	LAHIRI	CHANDRAJIT		-	
Mother's Name		Date of Birth	Marital Status	Blood Group	
LT. MRS. UMARANI LAHIRI		08.10.1971	Married / Unmarried	O +ve	
Type - Adhoc / Regular / On Probation		Date of Joining		Bio-RFID	
On PROBATION		13.03.2023		7210	
Permanent Address			Address for Communication		
BABAVILLA, RANI PARK P.O.-MADHYAMGRAM KOLKATA - 700129			FLAT NO. 403, FLOOR 4 SANKALP 3 APARTMENT HARINAGAR RAJKOT (SADHU VASWANI ROAD) GUJARAT 360005		
Phone	Residence: 9009931791	Mobile: 8017405235			
Email ID	chandrajitlahiri1@gmail.com				
Category & Caste	Gen/SEBC/SC/ST/Minority - GENERAL	PF No.			
Aadhar No.	4867 6534 7457	PAN No.	ADLPL8553 F		
*Educational Qualifications					
Program	Domain Area	Year of Passing	Percentage/ CGPA	Institution & Uni.	
P. D.	BIOTECHNOLOGY / MICROBIOLOGY	2005	—	BOSE INSTITUTE JADAVPUR UNIV.	
M.Phil	—	—	—	—	
NET/SET/SLET as may be	—	—	—	—	
PG Degree	M.Sc. BIOCHEMISTRY	1996	56.2	UNIVERSITY OF CALCUTTA	
UG Degree	B.Sc. CHEMISTRY (HONS.)	1994	52.4	UNIVERSITY OF CALCUTTA	
Others (incl.PDF)	GATE CHEM., BIOCHEM., MICROBIOL.	1996	72.15	MHRD, GOI	
Experience (Total Years/Months)	Teaching	8Y 6M	Administrative	1Y	
	Research	16Y	Industry	0	
Last Drawn Salary					
Bank	AXIS BANK		Account No.	919010074058745	
Branch	MADHYAMGRAM		IFSC Code	UTIB0000547	

Signature of HR

Signature of Candidate



ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

Checklist for Verification of Certificates

Faculty	Department	Designation	Date of Joining				
SCIENCE	BIOTECHNOLOGY	PROFESSOR	13.03.2023				
Full Name	Dr./Mr./Mrs./Ms. CHANDRAJIT LAHARI						
Phone	Residence 9007931791	Mobile 8017405235					
Email ID	chandrajitlahari1@gmail.com						
List of documents at the time of joining							
Sr.	Document	Verified	Retained	Sr.	Document	Verified	Retained
1.	*Resume	✓		13.	Ph.D. Marksheet (if any)		
2.	*Staff Details Form	✓		14.	*Ph.D. Degree Certificate	✓	
3.	*Offer Letter	✓		15.	Other Certificates		
4.	*Joining Report	✓		16.	Experience Certificate		
5.	Appointment Order	✓		17.	Relieving Order of previous institute (if any)		
6.	School Leaving Certificate			18.	Last Salary Drawn Certificate		
7.	HSC Marksheet			19.	Community Certificate		
8.	UG Marksheet	✓		20.	Aadhar Card	✓	
9.	UG Degree Certificate	✓		21.	PAN Card	✓	
10.	PG Marksheet	✓		22.	*Photographs - 3	✓	
11.	*PG Degree Certificate	✓		23.	Bank Passbook Copy 1 st Page		
12.	M.Phil Marksheet			24.	Medical Certificate of disability (if any)		
13.	*M.Phil Degree Certificate						

*Original +2 photocopies to be retained.

Signature of Candidate

Name:- CHANDRAJIT LAHARI
Date:- 13.03.2023

Signature of HR

Name:- Pooresh sarathi
Date:- 13.03.2023

Countersigned with date

Registrar / Dy. Registrar



ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

Joining Report

From,

Name: CHANDRASIT LAHIRI

Address: BABAVILLA, RANIPARK

P.O. - MADHYAMGRAM

DIST. - NORTH 24 PARGANAS, KOLKATA

Mobile: 8017405285

Aadhar No.: 4867 6534 7457

To,
The Registrar,
Atmiya University,
Yogidham Gurukul,
Kalawad Road,
Rajkot-360005 (Gujarat)

Sub: Joining Report

Ref.: Appointment Letter No. AD/HR/APP/Professor/230313-7/2023 **Dated:** 13.03.2023

Respected Sir,

In response to your appointment letter referred above, I would like to inform you that I have joined as per details below:

1. Date of Joining : 13.03.2023 ✓ FN / AN Verified by HR
2. Designation : PROFESSOR
3. Department : BIOTECHNOLOGY
4. Faculty : SCIENCE
5. Appointment Type : Adhoc / Regular / On Probation ✓

I thank you for providing me the opportunity to serve the University. I will perform my duties sincerely, honestly and to the best of my abilities.

Thanking you,

Yours faithfully,

Signature: Chandrasit Lahiri

Full Name (as per official records): CHANDRASIT LAHIRI

Countersigned by HOD

for office use only

Countersigned by Dean

HR

Registrar/Dy Registrar



ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

OFFICE ORDER

Note: AU/HR/20230518-1

Date: 18/05/2023

To,
Dr. Chandrajit Lahiri
Professor, Department of Biotechnology, Faculty of Science
Atmiya University, Rajkot

Sub: Additional Charge as Coordinator of Cell for Sponsored Research at Centre for Research, Innovation and Translation, Atmiya University.

You are hereby assigned the additional charge as Coordinator of Cell for Sponsored Research at Centre for Research, Innovation and Translation. This order comes into vogue from immediate effect i.e. 18/05/2023. Your primary roles and responsibilities will be as follows:

- 1) To build and strengthen the culture of research at the University.
- 2) To plan and conduct capacity building programs on research methodologies, writing research proposal, etc.
- 3) To track available funding opportunities across the domains from various sources and encourage & guide concerned faculty members and students to seek the same.
- 4) To mentor, support and monitor faculty members and students for the entire research project lifecycle.
- 5) To build links with potential academic and non-academic partners, structure relationships and create opportunities for collaboration.
- 6) To seek regional, national and international funding for research, innovation and industrial & community engagements.
- 7) To support the office of Director of Research, Innovation and Translation in strategic and operational development initiatives.

All above to be taken up through the Office of Director of Research, Innovation and Translation and with information to the office of all higher authorities at the University. Further, to assist the authorities in various developmental activities as and when required.

Above responsibility will be additional to current roles and responsibility assigned to you.

The office order is based on the approval of Hon'ble Vice Chancellor vide Note: AU/HR/VC/202305405-1 dated 05/05/2023.


Registrar

Copy to:

1. Hon. Secretary, Sarvodaya Kelavni Samaj, Rajkot
2. Hon'ble Pro-Chancellor, Atmiya University, Rajkot
3. Hon'ble Vice Chancellor, Atmiya University, Rajkot
4. Hon'ble Pro-Vice Chancellor, Atmiya University, Rajkot
5. Office of Registrar, Atmiya University, Rajkot
6. Office of Director of Research, Innovation and Translation, Atmiya University, Rajkot
7. HR Section, Atmiya University, Rajkot

Office Order - Duty Leave

AU-HR - <hr@atmiyauni.ac.in>

To: chandrajit.lahiri@atmiyauni.ac.in

Cc: AU-Registrar <registrar@atmiyauni.ac.in>

Fri, Sep 15, 2023 at 11:16 AM

No. AUFS/230914-2

Date: - 14-09-2023

Dr. Chandrajit Lahiri, Professor, Department of Biotechnology, Faculty of Science of Atmiya University, Rajkot is permitted to attend duty at Bangalore, Karnataka, (India). on **14.09.2023 to 15.09.2023** (02 Days).

The purpose of this visit Invited Lecture and Future Project Based Discussion at OSPF, NIAS, and FRIC Office, Bangalore, Karnataka, (India).

Nil T.A/D.A. for the above purpose will be borne by the University as per norms.

-sd-

Registrar

Note: Please use a copy of this office order email for any further related communication.

HR Section
Atmiya University
Rajkot.
Extn: 1202

To,

26.09.2023

The Registrar,

Atmiya University,

Rajkot - 360005

2nd - "PMB"

Subject: Request for an address proof for opening a bank account

Dear Sir,

This is to inform you that I would like to have a certificate of employment as an address proof for opening a savings bank account. This has become essential for project and other related operational reasons. The format of the same has been attached herewith for your kind perusal.

Thanking you in advance,

Yours Sincerely,




[Dr. Chandrajit Lahiri]

Professor, Department of Biotechnology,

Atmiya University, Rajkot - 360005

Forward





ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

To,

Date: 26.09.2023

The Branch Manager,

Punjab National Bank,

Branch 376600

Rajkot - 360005

Subject: Contact details of our employee for opening of savings account in your bank

Dear Sir,

We certify that **Dr. Chandrajit Lahiri** is employed in the Department of Biotechnology of our Atmiya University, Yogidham Gurukul, Rajkot. For operational purposes, we request you to help him open a savings bank account in your esteemed branch at Rajkot. His contact details are as under.

Name:	Dr. Chandrajit Lahiri
Designation:	Professor
Employment Address:	Department of Biotechnology, Atmiya University, Yogidham Gurukul, Kalawad Road, Rajkot- 360005
Temporary Address:	C/O Dhirenbbhai Nanalal Trivedi, R. K. Nagar, Street 7, Near Rani Tower, Kalawad Road, Rajkot- 360005
Permanent Address:	Babavil la, Ranipark, P.O.- Madhyamgram, Kolkata- 700, 129, W.B.
Gross Salary:	Rupees One Lakh Five Thousand Five Hundred Forty Only (105540 INR)
Mobile:	+918017405235
Email:	chandrajit.lahiri@atmiyauni.ac.in

Thanking you in advance,

Yours Faithfully,

(Dr. Divyang D. Vyas)

Registrar, Atmiya University,

Rajkot- 360005



Received
Hah
27/09/23



ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

OFFICE ORDER

No. AUFS/HR/240313-2

Date: 13/03/2024

To,
Dr. Chandrajit Lahiri,
Professor,
Department of Biotechnology,
Faculty of Science,
Atmiya University,
Rajkot.

Sub: Regularisation of appointment- reg.

Ref: 1) Our Appointment Order No. AU/HR/Appt/Professor/230313-7/2023 Dated: 13/03/2023

Dear **Dr. Chandrajit Lahiri,**

With reference to the above and based on the appraisal, it is hereby informed that your services in Atmiya University are regularised from **13/03/2024**, including period of probation. Your designation on regularisation is **Professor**. Other terms and conditions will remain same as mentioned in your appointment order cited at reference (1).


Registrar

Copy to:

1. Hon'ble Pro Chancellor, Atmiya University, Rajkot
2. Hon'ble Vice-Chancellor, Atmiya University, Rajkot
3. Hon'ble Pro-Vice-Chancellor, Atmiya University, Rajkot
4. Office of Registrar, Atmiya University, Rajkot
5. HR Section, Atmiya University, Rajkot
6. Accounts Section, Atmiya University, Rajkot





Office Order - Duty Leave

AU-HR - <hr@atmiyauni.ac.in>

To: chandrajit.lahiri@atmiyauni.ac.in

Cc: AU-Registrar <registrar@atmiyauni.ac.in>

Wed, Aug 7, 2024 at 10:57 AM

OFFICE ORDER

No. AUFS/240806-1

Date: - 06-08-2024

The following staff member of Atmiya University, Rajkot is permitted to attend duty at KCG Ahmedabad, Gujarat (India) from on **07-08-2024** (01 Day).

1) Dr. Chandrajit Lahiri Professor , Dept. of Biotechnology, Faculty of Science

The purpose of this visit Invitation to Evaluate Research proposals as Subject Expert Under the "Shodh Scheme" at, KCG Ahmedabad, Gujarat (India)

Nill T.A/D.A. for the above purpose will be borne by the University as per norms.

-sd-

Registrar

Note: Please use a copy of this office order email for any further related communication

Thanks & Regards

**HR Section
Atmiya University
Rajkot.
Extn: 1201**

Office Order - Duty Leave

AU-HR - <hr@atmiyauni.ac.in>

To: Chandrajit Lahiri - <chandrajit.lahiri@atmiyauni.ac.in>

Cc: AU-Registrar <registrar@atmiyauni.ac.in>

Mon, Feb 3, 2025 at 3:07 PM

OFFICE ORDER

No. AUFS/250203-5

Date: - 03-02-2025

Dr. Chandrajit Lahiri, Professor, Department of Biotechnology, Faculty of Science of Atmiya University, Rajkot is permitted to attend duty at University of Calcutta on 05-02-2025 (01 Day).

The purpose of this visit Deliver of invited talk at Dept. of Botany, University of Calcutta, West Bengal (India).

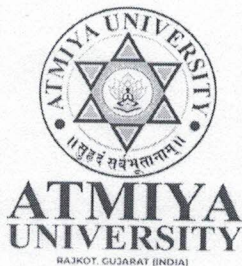
Nill T.A/D.A. for the above purpose will be borne by the University as per norms.

-sd-

Registrar

Note: Please use a copy of this office order email for any further related communication-

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**ATMIYA HR Section,
Yogidham Gurukul,
Kalawad Road,
Rajkot Gujarat (INDIA) - 360005
Ext. No. 1201, 1202, 1012
Mob. 97277 00513**

Name: Dr. Debashish Banerjee
Designation: Assistant Professor
Department: Department of Life Sciences (Biotechnology)
Faculty: Faculty of Science



सुहृदं सर्वभूतानाम्

Prof. P.Santhanakrishnan
Provost

No. AU/EST/NSP/Asst.Prof./69-e/2019

Date: 13-05-2019

To,
Dr. Debashis Banerjee
C/O Shri Ratneswar Banerjee,
Manoram Nagar,
Luby Circle Road,
Hirapar(Dhanbad),
Jarkhand-826001
M:9900398748

Sub: Atmiya University – Offer Letter for the post of **Assistant Professor(SS)** - 2019 –Regd.

Ref: 1) Minutes of 1st Governing Body dated 15th September, 2018
2) As per the Minutes of the Selection Committee held on 04/05/2019

Dear Dr. Debashis Banerjee,
Jay Swaminarayan!

We congratulate you on your performance at the interview held on 04/05/2019 for the post of **Assistant Professor of Biotechnology in the Faculty of Science** at Atmiya University.

Based on the above, we are pleased to offer you the post of **Assistant Professor of Biotechnology in the Department of Biotechnology, Faculty of Science** at Atmiya University. You will be on probation for a period of **one year**, and confirmation thereof, based on your contribution to the university. As per the norms of the University and based on the details submitted by you, your scale of pay has been fixed as follows.

Scale: Rs. 15,600-39,100/-

G.P: Rs. 6,600/-

Pay: Rs. 36,260/-

With Ph.D+PDF increment Rs. 38,715/-

Gross Salary: Rs. 38,715/-(PM)(Rs. Thirty eight thousand seven hundred fifteen only/Pm)

This offer is being made on the basis of information provided by you in the application and at the interview. Your employment will be terminated forthwith and further legal action will be taken against you at your cost, if there is any discrepancy in any of the information provided by you, at any time.

You are requested to respond to this offer in the enclosed format within **7 working days** of receipt of this communication to the **Dy. Registrar, Atmiya University, Kalawad Road, Rajkot, Gujarat - 360005** by post and by email to dy.registrar@atmivauni.ac.in.

Other terms & conditions will be indicated at the time of appointment of joining duty. You are directed to produce the following at the time of joining:

1. The original Certificates of SSC, HSC.
2. The original Degree Certificates of UG, PG, Ph.D.
3. The Professional Experience Certificates from the different institutes served by you.
4. Identification proof and passport size photographs (3 nos.).
5. Two photocopies of all above.
6. Any other certificates/awards/medals/related to your profession.
7. Last drawn salary certificate.

Awaiting a positive and early response to accelerate our pursuit of youth development through transformative education as a mission of the Atmiya University.

LETTER OF RESPONSE

From,
Dr. Debashis Banerjee
M:9900398748

To,
Deputy Registrar,
Atmiya University,
Kalawad Road,
Rajkot.

Dear Sir,

Ref: Your letter No. AU/EST/NSP/Asst.Prof./69-e/2019 dated:13 /05 /2019

I, **Dr. Debashis Banerjee** hereby state that I **accept / do not accept** the above offer of employment. I am **willing / not willing** to join as **Assistant Professor of Biotechnology** in full time employment at Atmiya University, Rajkot, Gujarat - 360005.

(To be filled only by those accepting the offer)

The University reserves the right to terminate me in case any information/Degree certificate/Documents /Service particulars furnished by me is found to be incorrect or false at any stage.

I will report to duty on **01/07/2019**. (Maximum two months time, but to be at the earliest)

Debashis Banerjee
(Signature)

Date: **01/07/2019**



सुहृदं सर्वभूतानाम्

No. AU/HR/Appointment/NSP/AP/136/2019

Date: 01-07-2019

To,
Dr. Debashis Banerjee
C/O Shri Ratneswar Banerjee,
Manoram Nagar, Luby Circle Road,
Hirapar (Dhanbad),
Jharkhand-826001
M. 9900398748

Sub: Recruitment - Appointment Order - Faculty Position as **Assistant Professor (SS)** - Regd.
Ref.: 1. Our offer letter No. AU/EST/NSP/Asst.Prof./69-e/2019 dated: 13-05-2019
2. Your acceptance letter dated 14-05-2019

Dear Sir,

Following your application and subsequent interview held on **04-05-2019** for the post of **Assistant Professor (SS)** and vide the above two refs., on behalf of the President of the University, I am pleased to appoint you as **Asst.Professor (SS)** in the Department of **Biotechnology**, Faculty of **Science**, Atmiya University, Rajkot, from **1st July 2019**. Your service will be governed by the Policy of Atmiya University and terms & conditions listed hereunder or amended from time to time:-

1. Your employment will be subject to **one year** probation period. The authority, if necessary may extend the probation period. During the probation period, your services may be terminated by the University without any notice period.
2. You shall be fixed in the pay band of Rs. **15600-39100** with GP Rs. 5400/- plus usual allowances applicable. Your salary at the time of appointment shall be as follows:-

Basic Pay	-	Rs.	18085/-
GP	-	Rs.	5,400/-
Usual Allowances	-	Rs.	15,231/-
With Ph.D.+PDF increment	-	Rs.	<u>38,716/-</u>
Gross Salary	-	Rs.	<u>38,716/-</u>

3. You shall deposit with the office the originals as well self certified true copies or relevant documents such as indicated in Annexure while joining duty.
4. You are required to give the correct mailing address and other personal details in the proforma as soon as you join duty. Any letter sent by Registered Post acknowledgement due to the address given, shall be deemed to have been acknowledged duly & signed by you.
5. If any information given in the application form is found incorrect or contradictory at any time after the appointment, your service will be terminated forthwith and no further correspondence will be entertained.
6. You will not conduct or engage yourself in private tuitions or private coaching classes.
7. You will not engage yourself in any other paid job, full time, part time, honorary or otherwise during the continuance of your service in the University.
8. You will not appear for any examinations without prior permission of the Management while in service of this organization.
9. You will not take part in political activities.



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10. If you wish to leave the service during the **probation period**, you will have to give **one month's notice or one month's gross salary**.
11. After completion of probation period, if you desire to leave the service, you will have to give **three months notice or three months Basic Pay + GP with allowances**, in lieu thereof. Similarly, Management will give three months notice if your services are not required / not satisfactory or three months Basic Pay + GP in lieu of the notice period thereof.
12. You will not directly or indirectly involve yourself in any anti-Management activities.
13. Your behavior with colleagues and entire college staff should be polite, cooperative and gentle.
14. You will not form any union or organization amongst yourselves and colleagues.
15. You are required to observe the prescribed dress code as decided by the Management from time to time.
16. You will not process any letters either signed by you or signed jointly on any issues against the Management without prior permission of the Management.
17. You will have to carry out the duties/work assigned to you by your higher authorities and the Management besides your teaching/routine work.
18. In addition to your regular duties, you will have to carry out the duties assigned by the Management including coordination with the other departments, R&D activities, or any other activities/responsibilities that may be entrusted to you from time to time.
19. You will not apply elsewhere for service without obtaining prior permission from the Management. If it is found that you have applied elsewhere without prior permission from the Management, the Management will impose a penalty of three months' salary on you before issuing the relieving order or you may not be relieved from service of the University.
20. **Appraisal:** You will submit an annual self appraisal in the prevailing format in the month of April. The concerned authorities will conduct an annual appraisal of your progress and contribution and associated career progression.
21. **Motivation:** It is expected that as a faculty member you will guide and motivate junior faculty members as well as students to achieve learning excellence.

You are requested to acknowledge the receipt of this order and return two copies (enclosed) duly signed in token of acceptance of this order and terms and conditions.


Registrar

Copy to:

1. Office of the Provost, Atmiya University
2. Deans - All Faculty
3. Head - Department of Management
4. Controller of Examinations
5. HR Officer
6. CF&AO/Accounts Officer
7. Librarian
8. Dy. Registrar





ATMIYA UNIVERSITY

Established Under Government of Gujarat Private University Act 11, 2018

Yogidham Gurukul, Kalawad Road,
Rajkot - 360005, (Gujarat) INDIA

सुहृदं सर्वभूतानाम्

Staff Details

Faculty		Department		Designation	
Science		Biotechnology		Assistant Professor	
Prefix	Last Name	Name		Middle Name	
Dr./Mr./Ms./Mrs.	Banerjee	Debashis			
Mother's Name		Date of Birth	Marital Status	Blood Group	
Renuba Banerjee		24.05.1980	Married / Unmarried	B-ve.	
Type - Adhoc / Regular		Date of Joining		Bio-RFID	
Regular		01.07.2019		1181	
Permanent Address			Address for Communication		
S/o Sri Ratneswar Banerjee, Beside Lakshmi Bhandar, Manoram Nagar, Luby Circular Road, Hirapur, Dhanbad, Jharkhand. (Pin-826001)					
Phone	Residence:	Mobile: 9900398748			
Email ID	debashis.banerjee@gmail.com				
Category & Caste	Gen/SEBC/SC/ST/Minority -	PF No.			
Aadhar No.	225636621424	PAN No.	AKUPD7567M		
*Educational Qualifications					
Program	Domain Area	Year of Passing	Percentage/ CGPA	Institution & Uni.	
Ph.D.	Marine Biotechnology	2015		UNESCO Center For Marine Biotechnology, Fisheries College, Mangalore	
M.Phil					
NET/SET/SLET					
PG Degree	Biotechnology	2005	63.6%	Indian Academy Center For Research and PG Studies, Bangalore University	
UG Degree	Biotechnology	2003	63.4%	Indian Academy Center For Research and PG Studies, Bangalore University	
Others (incl.PDF)	Antimicrobial Peptides	2016		UNESCO Center For Marine Biotechnology	
Experience (Total Years/Months)	Teaching	0	Administrative		
	Research	2 Years	Industry	4 Years 8 Months	
Last Drawn Salary	8.34 lacs/Annum				
Bank	HDFC	Account No.			
Branch	Vashi	IFSC Code			

Signature of HR

Debashis Banerjee
Signature of Candidate



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Rajkot - 360005, (Gujarat) INDIA

Checklist for Verification of Certificates

Faculty	Department	Designation	Date of Joining
Science	Biotechnology	Assistant Professor	01-07-2019
Full Name	Dr./Mr./Mrs./Ms. Debashis Banerjee		
Phone	Residence	Mobile	9900398748
Email ID	debashis.banerjee@gmail.com		

List of documents at the time of joining

Sr.	Document	Verified	Retained	Sr.	Document	Verified	Retained
1.	*Resume	✓	✓	13.	Ph.D. Marksheet (if any)		
2.	*Staff Details Form	✓		14.	*Ph.D. Degree Certificate	✓	
3.	*Offer Letter	✓	✓	15.	Other Certificates	✓	
4.	*Joining Report			16.	Experience Certificate	✓	
5.	School Leaving Certificate			17.	Last Salary Drawn Certificate		
6.	HSC Marksheet	✓		18.	Community Certificate		
7.	UG Marksheet			19.	Aadhar Card		
8.	UG Degree Certificate	✓		20.	PAN Card		
9.	PG Marksheet			21.	*Photographs - 3		
10.	*PG Degree Certificate	✓		22.	Bank Passbook Copy 1 st Page		
11.	M.Phil Marksheet			23.	Medical Certificate of disability (if any)		
12.	*M.Phil Degree Certificate						

*Original +2 photocopies to be retained.

Signature of Candidate *Debashis Banerjee*
Name:- *Dr. Debashis Banerjee*
Date:- *01.07.2019*

Signature of HR
Name:- *POONAM MAKHANA*
Date:- *01/07/2019*

Countersigned with date

Debashis
Registrar / Dy. Registrar



सुहृदं सर्वभूतानाम्

ATMIYA UNIVERSITY

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Yogidham Gurukul, Kalawad Road,
Rajkot - 360005, (Gujarat) INDIA

Joining Report

From: Dr. Debashis Banerjee
Flat-101, B-Wing, Siddharth
Gold Apartments, Near Gitanjali
College, Sadhu Vaswani Road, Rajkot

Mobile: 9900398748

Aadhar No.: _____

To,
The Registrar,
Atmiya University,
Yogidham Gurukul,
Kalawad Road,
Rajkot-360005 (Gujarat)

Sub: Joining Report

Ref.: Appointment Letter No. AU/HR/Appointment/NSP/AP/ Dated: 01-07-2019
136/2019

Respected Sir,

In response to your appointment letter referred above, I would like to inform you that I have joined as per details below:

Verified by HR

1. Date of Joining : 01/07/2019
2. Designation : Assistant Professor
3. Department : Biotechnology
4. Faculty : Science
5. Appointment Type : Adhoc / Regular

I thank you for providing me the opportunity to serve the University. I will perform my duties sincerely, honestly and to the best of my abilities.

Thanking you,

Yours faithfully,

Signature: Debashis Banerjee

Full Name: BANERJEE DEBASHIS RATNESWAR BANERJEE
(Surname) (Name) (Father/Husband Name)

Counter Signed by HOD

Counter Signed by Dean

For Office use only

HR

Debashis
Register / Dy.Registrar



सुहृदं सर्वभूतानाम्

OFFICE ORDER

No.: AU/HR/200630-3/2020

Date:- 30/06/2020

To,
Dr. Debashis Banerjee
Assistant Professor
Department of Biotechnology
Faculty of Science
Atmiya University
Rajkot

Sub: - Extension of probation period as Assistant Professor – reg.
Ref:- Our Appointment Order No. AU/HR/Appointment/NSP/AP/136/2019
dated:- 01/07/2019

Dear Dr Banerjee,

With reference to the above captioned subject and reference, your probation period is extended for **one more year**, w.e.f. **01.07.2020**.

With warm regards,



Debashis
Registrar
Atmiya University

Copy to:

1. Office of the Provost, Atmiya University, Rajkot
2. PA to Registrar, Atmiya University, Rajkot
3. Office of the Dy. Registrar, Atmiya University, Rajkot
4. Head - Department of Biotechnology, Atmiya University, Rajkot
- ✓ 5. HR Section, Atmiya University, Rajkot
6. Accounts Section, Atmiya University, Rajkot

Debashis Banerjee
30/06/2020

o/c
f. HR
J. B.



ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

OFFICE ORDER

No. AUFS/HR/210701-2

Date: 01/07/2021

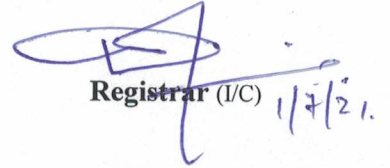
To,
Dr. Debashis Banerjee
Assistant Professor
Department of Biotechnology
Faculty of Science
Atmiya University
Rajkot

Sub: Regularisation of appointment- reg.

Ref: 1) Our Office Order No. AU/HR/200630-3/2020 dated 30/06/2020
2) Our Appointment Order No. AU/HR/Appointment/NSP/AP/136/2019 dated 01/07/2019

Dear Dr. Debashis Banerjee,

With reference to the above and based on your self-appraisal submitted, it is hereby informed that your services in Atmiya University are regularised from **01/07/2021**, including period of probation. Your designation on regularisation is **Assistant Professor**.

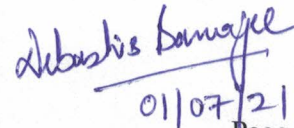

Registrar (I/C) 1/7/21

Copy to:

1. Pro-Chancellor, Atmiya University, Rajkot
2. Office of the Vice-Chancellor, Atmiya University, Rajkot
3. Registrar, Atmiya University, Rajkot
4. Dy Registrar, Atmiya University, Rajkot
5. Dean, Transformative Academics, Atmiya University, Rajkot
- ✓ 6. HR Section, Atmiya University, Rajkot
7. Accounts Section, Atmiya University, Rajkot
8. Dr. Debashis Banerjee

o/c
f. HR
Inty




01/07/21

Page 1 of 1



No:- AUFS/HR/211213-1

Date:- 13/12/2021

NO OBJECTION CERTIFICATE

Dr. Debashis Banerjee, Assistant Professor, Department of Microbiology, Faculty of Science, Atmiya University, Rajkot is relieved to attend virtual Faculty Induction Programme FIP-V at UGC-HRDC, Sant Gadge Baba Amravati University, Amravati, Maharashtra (India) from **16/12/2021** and **18/12/2021 (morning session)**.

You will attend the virtual FIP-V from the university campus.

ddh
13/12/2021
Registrar(I/c)

Copy to:

1. PA to Registrar, Atmiya University, Rajkot
2. HR Section, Atmiya University, Rajkot



Debashis Banerjee
13/12/21.