

Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.

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WEB SITE : www.pica.ac.in Email: pica@mes.ac.in, pica.panvel@gmail.com



**5.2.1 List of student's placement of outgoing students & progressing to higher education during the last five years**

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**POOJA SOPARKAR ARCHITECTS**

ARCHITECTURE + INTERIOR DESIGN

**Date : 08.01.2020**

**To,**

**Aditya Bhat**

Contact No. : 9930890866

**Subject: Appointment Letter towards your employment at Pooja Soparkar Architects as a Junior Architect.**

Dear Aditya,

With reference to above subject, we are pleased to write to confirm your appointment at **Pooja Soparkar Architects**. Your designation will be **Junior Architect** & you will report to **Ar.Pooja.Soparkar**

For offering your services in capacity as a **Junior Architect**, your monthly remuneration shall be **Rs 15,000**.

1. **Probation:** You will be on probation for a period of 3 months, from your date of joining, after which your performance will be reviewed.
2. During the probation period either party may terminate this agreement by giving 15 days notice.
3. Notice period: After confirmation, either party, by stating their intention to do so, in writing may terminate this employment at any time, provided that at least 1 months' notice or salary to either party.
4. However, in the event of your being guilty of misconduct or inattention or negligence in the discharge of your duties or in the conduct of the firm's business, or such misdemeanor which is likely to affect, or affects the reputation of the firm's working or of any breach of the terms

and conditions herein, the firm reserves its right to terminate your services at any given point of time, with immediate effect, without any compensation or notice.

5. You will treat matters pertaining to the firm's business interests with utmost confidentiality and such confidentiality has to be maintained during your employment with the firm and thereafter.

6. During your services with the firm, you will be governed by the rules and regulations in respect to conduct & discipline and other matters as may be framed by the firm from time to time.

7. Amendments to the above terms and conditions, if any will be made in writing.

8. Please sign and return the duplicate copy of this letter of appointment as a token of your having accepted the above terms and conditions.

Wish you all the very best in your new assignment and a rewarding career with  
Pooja Soparkar Architects.

Thanking You,

**For Pooja Soparkar Architects**

**Ar. Pooja Soparkar**



**Signature**

**Name: Aditya Bhat**



Date: 29<sup>th</sup> May 2019

Subject: Letter of appointment, for **Junior BIM Architect**.

Dear Ms., Sunayna Mohan

Based on your interview at Elephant creations, (The firm), we are pleased to make you an offer of appointment as **Junior BIM Architect** at our Firm.

The following are terms and condition of your employment.

1. Employment

The employee shall be joining the Firm no later than **1<sup>st</sup> June 2019**. The Employee agrees that she will always faithfully, industriously, and to the best of his skill, ability, experience and talents, perform all the duties required of her position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time. It is also understood and agreed to by the Employee that his assignment, duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination of this agreement.

2. Position Title

As a **Junior BIM Architect**, the Employee is required to perform the duties and undertake the responsibilities in the benefit of the firm in a professional manner. Also, the duties as may arise from time to time and as may be assigned to the employee.

3. Salary

(a) The total maximum remuneration CTC (cost to company) for the position of BIM Architect is **10000 (INR Ten thousand) per month**. Such payments shall be subject to such normal statutory deductions by the Employer. Any/all applicable taxes will be deducted at source.

(b) The salary mentioned in paragraph (3)(a) shall be reviewed on an **annual basis**.

(c) All reasonable expenses arising out of employment shall be reimbursed assuming same have been authorized prior to being incurred and with the provision of appropriate receipts.

4. Working Hours

You will report to Akshay Agte / Yogita Patil, and your working hours will be **from 10:00 am to 7:30 pm (9.5 Hours)**. Monday to Saturday with **lunch break of 30 minutes**. **(Sunday will be the weekly off)**. The working hours (9.5 hours) will be flexible as per the need. Due to the nature of this post, you may be required to work additional hours as are reasonably necessary to perform your duties. At times, you may be required to work irregular hours, including Sunday. Appropriate time off will be considered for work performed outside normal operational hours.

5. Leaves

The Employee shall be entitled to **1 day of casual leave** per completed month. The employee is permitted to take the leaves after the probation period of 90 days. The leave will be taken at



interval unless requested for special reasons. The employee should not club more than 3.5 days per occasion. No leave will be granted immediately before/after Public Holidays. Employee may carry forward a maximum of 7 working days' unutilised leave to the following year and must be utilised by end of the next financial year.

#### 6. Probation Period

It is understood and agreed that the **first ninety days of employment** shall constitute a probationary period during which period the Employer may, in its absolute discretion, terminate the Employee's employment, for any reason without notice or cause.

#### 7. Performance Reviews

The Employee will be provided with a written performance appraisal at least once per year and said appraisal will be reviewed at which time all aspects of the assessment can be fully discussed. The performance appraisal will happen at the end of a financial year.

#### 8. Termination

(a) The Employee may at any time terminate his employment by giving **not less than one month written notice** to the Employer.

(b) The Employer may terminate the Employee's employment at any time, without notice or payment in lieu of notice, for sufficient cause.

(d) The employee agrees to return any property of Elephant creations at the time of termination.

#### 9. Non- Competition

It is further acknowledged and agreed that following termination of the employee's employment with Elephant creations for any reason **the employee shall not hire or attempt to hire any current employees of Elephant Creations**. It is further acknowledged and agreed that following termination of the employee's employment with Elephant creations for any reason the employee shall not solicit business from current clients or prospective clients in the 6-month period immediately preceding the employee's termination.

#### 10. Confidentiality

**You shall not at any time during or after your employment term with the Company reveal any of the affairs or secrets of the Company to any other person(s) nor use or attempt to use any information** which you may acquire in the course of your employment in any manner which may injure or cause loss to the Company.

You are requested to sign this letter as a token of your acceptance of this Employment Contract.

Yours truly,

Received and Accepted,

Akshay Agte / Yogita Patil

Partner, Elephant Creations

Sunayna Mohan

(The Employee)

# SHANTI KUNJ INFRASTRUCTURE LLP

BO: PLOT NO: 10, VISHAWAMBHAR SPARKLE, HYDERNAGAR  
HYDERABAD, TELANGANA – 500049

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Date: 17<sup>th</sup> Dec 2020

To

Ms. Harshada Pravin Zope  
D/O: Pravin Zope, C - 601,  
Abhimaan Homes, opp. Amar  
Petroleum, Shirgaon road,  
Shirgaon, Talegaon Dabhade,  
Pune, India - 410 506

## Appointment Letter

Dear Harshada Pravin Zope,

**“Congratulations and welcome to Shantikunj Infrastructure LLP.”**

Thank you for choosing to be a part of Shantikunj Infrastructure LLP. We are delighted that you are joining Shantikunj Infrastructure LLP with your unique abilities and talents to support the organizational goals and objectives.

With reference to your interview with us, we are pleased to appoint you as **“Jr. Architect”** in **Civil** with effect from **17<sup>th</sup> Dec 2020 at Level ‘O’** in **Grade ‘O3’** with the following terms and conditions.

1. You will be paid a remuneration of **Rs. 12,000(CTC) per month**. The details of your remuneration are enumerated in Annexure A, enclosed.
2. Your probation period is 03 (three) months. During your probation period your services must reflect the vision, mission and the working values of the Shantikunj Infrastructure LLP.
3. Based on your performance and feedback your association with Shantikunj Infrastructure LLP will be evaluated. Upon satisfactory feedback after three months your work will be extended into full time service engagement role. In case the service efficiency is not satisfactory, the probation period will conclude or extend, accordingly.
4. HR policies and the code of conduct of Shantikunj Infrastructure LLP will be applicable and we are confident that you will uphold them in letter, spirit and outlook. In case of breach of HR policies / guidelines, a disciplinary action will be initiated.
5. Your reporting manager will be **Ms. Deepika**, under the overall supervision of your department head. You are kindly requested to comply with the daily/weekly/monthly status reporting requirement.

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HO: D-7/7436, VASANT KUNJ, NEW DELHI-110070, INDIA

# SHANTI KUNJ INFRASTRUCTURE LLP

BO: PLOT NO: 10, VISHAWAMBHAR SPARKLE, HYDERNAGAR  
HYDERABAD, TELANGANA – 500049

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6. Your present place of work will be at **Kanha Shanti Vanam, Nandigama Mandal, Telangana – 509 325**, but during the course of the above assignment, you have to be open to travel on project basis anywhere in India.
7. All the works carried out by you are highly sensitive and confidential in nature. Hence you are not authorized to share any information with any one internal / external and there is never an exception for sharing any such information.
8. You will be bound by the rules and regulations governing the management and maintain complete discipline in the organization. The appointment and your continuation therein are subject to your being mentally and physically fit.
9. Your services are likely to be concluded at any time because of you giving false information at the time of your appointment or concealed any material information or given any false details in the application form, as regarding age, education qualification, experience, salary etc.
10. The services of an employee during probation may be terminated without assigning any reason, by giving one month's notice in writing or one month's salary including all allowances.
11. If an employee desires to be relieved during the period of probation, he/she will have to give one month's notice in writing or remit one month's salary including all allowances to compensate the organization for the inconvenience suffered.
12. If a confirmed employee intends to resign he/she shall give two months' notice in writing, or shall pay two month's salary including all allowances in lieu of such notice.
13. Department may terminate the services of a confirmed employee in case the employee's position in the school becomes redundant for any reason, by giving two months' notice in writing or two month's salary including all allowances.

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HO: D-7/7436, VASANT KUNJ, NEW DELHI-110070, INDIA

# SHANTI KUNJ INFRASTRUCTURE LLP

BO: PLOT NO: 10, VISHAWAMBHAR SPARKLE, HYDERNAGAR  
HYDERABAD, TELANGANA – 500049

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14. Income Tax or any other statutory deductions that may be applicable from time to time will be deducted at the applicable rates.

We are positive that you will be a valuable asset and inspiration to the overall organization.

With best wishes,  
For Shantikunj Infrastructure LLP,



HR Manager



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I have read and understood the contents of the Appointment letter and I hereby accept and agree to abide all the expressed and implied terms and conditions.

Date:  
Place:

Confirmed and Accepted

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HO: D-7/7436, VASANT KUNJ, NEW DELHI-110070, INDIA



# SHANTI KUNJ INFRASTRUCTURE LLP

BO: PLOT NO: 10, VISHAWAMBHAR SPARKLE, HYDERNAGAR  
HYDERABAD, TELANGANA – 500049

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## Salary Break up

### Annexure

<b>Name</b>	Harshada Pravin Zope
<b>Designation</b>	Jr. Architect
<b>Date of Joining</b>	17 <sup>th</sup> Dec 2020
<b>Department</b>	Civil
<b>Entity</b>	Shantikunj

	<u>Per Month</u>	<u>Per Annum</u>
<b>Gross Salary</b>	(Rs.)	(Rs.)
Basic & DA	8249	98992
House Rent Allowance	2887	34647
Special Allowance	1000	12000
Other Allowance	1420	16829
<b>Gross Salary (a)</b>	<b>13539</b>	<b>162468</b>
<b>Employee Contributions &amp; Benefits</b>		
Employee Share of PF contribution (12%)	1279	15348
Medical Insurance Contribution	76	912
Professional Tax	150	1800
TDS	0	0
<b>Employee Contributions &amp; Benefits Total (b)</b>	<b>1505</b>	<b>18060</b>
<b>Employer Contributions</b>		
Employer Share of PF contribution (13%)	1385	16620
Medical Insurance Contribution	76	912
<b>Employer Contributions &amp; Benefits Total (C)</b>	<b>1461</b>	<b>17532</b>
<b>Employee CTC ( a +c)</b>	<b>15000</b>	<b>180000</b>
<b>Total Net Salary (a)-(b)</b>	<b>12034</b>	<b>144408</b>



Ref. No.: appont/15/19-20  
Date: 08.07.2019

To,  
Miss. Monica Harakchand Kotariya  
373, Kapad Bazar,  
Behind Jain Temple,  
Ambica Jewellers,  
Old Panvel-410206,  
Email id: [monicakotariya96@gmail.com](mailto:monicakotariya96@gmail.com)  
Ph.9920597331.

Sub: Appointment letter for the post of Jr. Architect.

Dear Sir/ Madam,

With reference to your application, we are pleased to offer you following package:

**Salary:** Gross Salary shall be Rs. 12,000/- for (Two month, Probation Period) After that Rs.15000/- for 1 Year & Rs.1000/- Retained p.m., will be release after completion of successful 1 year from (07/09/19 To 07/09/20).

- The monthly salary comprises of, Salary, Personal Conveyance, Medical
- Any Emergency holidays taken without prior notice of 24 hrs shall be considered as unpaid holiday. It should be clearly marked & applied to our official mail or Medical certificate attached post reassuming office.
- You shall be entitled to 1 day paid holiday for every 2 month after completion of six months period.
- Any medical reasons need to be accompanied with personal declaration or medical certificate.
- Office timings are 9.30AM to 6.30PM (Mon-Saturday), second & Fourth Saturday and Sunday is a holiday unless crucial site visits / deadlines.
- No overtime is given; it is expected to finish all work with scheduling to avoid any late office hrs.
- Overtime shall be given only on request from Partners of Firm if required due to urgency.
- Overtime charges shall be informed accordingly.
- Income tax/ other taxes will be deducted from your monthly salary depending on prevailing Income Tax rules for the year, if applicable.

**Probation Period:** 2 Months (This Letter is valid from 08/07/2019 to 07/09/2020)

**Scope of work:** The scope of responsibilities related to architecture/interior projects, wherein it shall be required to do the following work,

#### JR. ARCHITECT

- Measurement & documentation of any site
- Schedules & PERT charts
- Working drawings
- Model Making
- Designing as per details or concept discussed & instructed by the partners of the firm
- Bill of quantities, tenders, compilations & collecting estimates from contractors

minal + sonal designs

RT-1, First Floor, Neighbourhood Complex, Plot no 10/11, Sector 4, Nerul,(W) Navi Mumbai - 400 706.  
e-mail: [msd\\_signs@yahoo.co.in](mailto:msd_signs@yahoo.co.in), 022- 65112227



- Supervision of sites
- Liaisoning with internal clients, including inputs wherever required.
- Minutes of Meeting/ Project reports
- Consultations/ meeting with MEP/ structural consultants appointed.
- Managing progress of projects in office along with other teams to make up with deadlines
- Presentations on Computer for new projects/ competitions.
- Motivate & monitor the activities of teams.
- Requesting, analyzing, compiling feedback from clients & potential clients.
- Responsible for folder management as per the system.
- Assess training needs of office team on weekly basis.
- You may be required to travel for the project requirement. (Travel allowance for such shall be given separately).

**Copyrights:** It shall be required that our firm image is promoted & no information whatsoever without our knowledge is given outside.

Future increase in salary is based on performance wherein a merit system shall be introduced soon.

We hope to see you with us working on any kind of architectural/interior projects which shall be inherent part of minal + sonal designs.

For m+sd

Minal D Modak / Sonal M Modak  
Architect

Exit clause of 12 months, can be  
Relaxed to 1-2 months earlier provided  
P.G. course admission letter is  
submitted.

Acceptance by,

Monica H. Kotariya  
Jr. Architect

PS: By signing this letter you are agreeing to the contract terms of this appointment letter  
Probational original letter to be returned for issuing appointment final letter.

**minal + sonal designs**

RT-1, First Floor, Neighbourhood Complex, Plot no 10/11, Sector 4, Nerul(W) Navi Mumbai - 400 706.

e-mail: [msd\\_signs@yahoo.co.in](mailto:msd_signs@yahoo.co.in), 022-65112227



## sujatha shankar

bach, mach (mm, aa) (1111 1111) wpt architect  
architects, planners & interior designers

26<sup>th</sup> July, 2019

**Sruthi Kishore**

102, Krishna Dham - B,  
Sector - 4, Plot no. 7 & 8,  
New Panvel (East),  
Navi Mumbai - 410205

Dear Sruthi Kishore,

Subject - Letter of Appointment as Design Architect.

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from 3<sup>rd</sup> July, 2019 under the following terms and conditions:

**1. SALARY**

Your salary will commence at 16,000 INR per month.

**2. PROBATIONARY PERIOD**

Your appointment will be subject to a probationary period of 12 months.

**3. WORKING HOURS**

Your working hours will be as follows:

Mon - Fri : 9:30 am to 5:30 pm with lunch break : 1:30 pm to 2:00 pm

Saturday : 9:30 am to 1:30 pm

At times, you may be required to work irregular hours, including Saturday and Sunday. Appropriate Compensation will be considered for work performed for extra units of half-days either with time-off or attendance.

**4. LEAVE OF ABSENCE**

Leave of absence whether medical or annual will be given in accordance with the Company's regulations. Application on prescribed form for leave must be made one week in advance.

**5. PAID LEAVE**

The annual leave will be 15 days

The maximum leave will be fixed at 15 days. The leave will be taken at interval periods and not continuous unless requested for special reasons such as an overseas trip.

No leave will be granted immediately before/after Public Holidays.

Employee may carry forward a maximum of 7 working days' unutilised leave to the following year and must be utilised by end of that year.



## sujatha shankar

b. arch, m. arch (inter), esa, f.i.c., a.i.d., regd. architect  
architects, planners & interior designers

### 6. BONUS

Bonus is dependent upon the Company's profitability and your performance. It is only payable at the end of one year's service and will be paid during Navarathri.

### 7. PPF

Deduction of employee's contribution and employer's share of contribution will be in accordance with the respective Ordinance currently enforced.

### 8. PERIOD OF NOTICE FOR TERMINATION OF EMPLOYMENT

Period of notice for termination of employment or salary in lieu shall be 90 full working days from letter of resignation.

Leave cannot be utilised as resignation notice.

### 9. FRINGE BENEFITS

You are required to serve the Company with loyalty and honesty and strictly follow all instructions given to you by your supervisors in carrying out your duties.

You shall not take or engage in any other employment, trade, business, whatsoever outside the business of the Company during the period of your employment.

### 10. CONFIDENTIALITY

You shall not at any time during or after your employment term with the Company reveal any of the affairs, drawings, samples or secrets of the Company to any other person(s) nor use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss to the Company.

### 11. RESIGNATION/TERMINATION

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if:-

- a) she/he is guilty of misconduct;
- b) she/he is negligent in the discharge of her/his duties; or
- c) being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.



## sujaatha shankar

bach. arch (merit), fira 2014, iit guwahati  
architects, planners & interior designers

Upon the termination of her/his employment of any cause or by any means whatsoever the employee shall not for a period of 12 months thereafter undertake or carry on either alone or in partnership not be employed or interested directly or indirectly in any capacity whatever in the business of architecture and interior design and shall not during the lieu period and within the same area either personally or by her/his agent or by letters, circulars or advertisements whether on her/his own behalf or on behalf of any other person, firm or company canvass or solicit orders from or in any way interfere with any person(s), company who shall at any time during the continuance of the employee's employment there under have been a customer or customers of the company its associates not use or disclose any information concerning the company's or its associates' business or affairs or any customer of the company of its associates which may have been acquired by her/him in the course of or as incident to her/his employment hereunder for her/his own benefit or to the detriment or intended or probable detriment of the company or its associates.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Yours sincerely

D. Saravanan  
Accounts Manager

I agree to the appointment and accept the above terms and conditions of service.

Signature : .....

Name : .....

Date

Date: 01/07/2019

To,  
Janhavi Korde,  
Ramakant, Shreyas Chs.,  
Ramchandra Nagar, No.1,  
Thane (W) -400604

## Letter of Appointment

Dear Janhavi Korde,

With reference to your application and subsequent interview with us, we are pleased to appoint you as Architect in our organization on the following terms and conditions.

**Date of Joining:** You have joined us on 09 July 2019.

**Salary:** Your Annual Total Employment Cost to the company would be Rs.2,40,000/- (Rupees Two Lakh Forty Thousand only) .

**Place/Transfer:** Your present place of work will be at Thane; but during the course of the service, you shall be liable to be posted/transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

**Probation/Confirmation:** You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the company in written after six months.

During the probation period your services can be terminated with seven days' notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.

Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave/training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

**Leave:** You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

**1.** You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
8. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to Arch Innova Design & Infrastructure Pvt. Ltd. Family and look forward to a fruitful collaboration.

With best wishes,

**For Arch Innova Design & Infrastructure Pvt. Ltd**



**Name: Sandeep Salvi**  
**Designation: Director**



**JANHAVI R. KORDE**





**Abhinay Aggarwal**  
Interior Designer

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Date: 18/08/2019

**Ar. Priyanka Singh,**  
Unit no:1, ground floor,  
Plot no :105, Shree Ganesh Niwas,  
Sec.12, Vashi, Navi Mumbai  
400703,

Subject: **APPOINTMENT LETTER**

Dear Priyanka,

We are pleased to inform you that you have been appointed as a Trainee at Abhinay Aggarwal Interior Designer Firm., Vashi, Navi Mumbai. The terms of employment have been attached with this letter. It would be required of you to join us by 23<sup>rd</sup> August 2019 and your work timings are scheduled from 11:00 am - 6:30 pm, Monday to Saturday.

If you have further queries about your employment, you may contact us directly.


Congratulations on your appointment, and welcome to Abhinay Aggarwal Interior Designer. We look forward for years of fruitful corporation and success. We wish you the best of luck.


Sincerely,

*Abhinay Aggarwal*


**Abhinay Aggarwal**  
(Interior Designer)

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 Plot No.155, Sector-28, Near Tilak College, Vashi Navi Mumbai - 400703.

 +91 982020 5571 7977 603 603

 abhinayaggarwalinterior@gmail.com

 [fb.com/AbhinayAggarwal](#)

 [inst.abhinayaggarwal](#)



Annexure 1

Date: 11/02/2020

To,  
Aishwarya Joshi .

RE: LETTER OF OFFER OF EMPLOYMENT

Dear Ms. Aishwarya

Following our recent discussions, we are delighted to offer you the position of Junior Placemaking Consultant with The Urban Vision. The Urban Vision is a social venture which was instituted to inspire next generation urbanization. The organization focuses on solutions driven research; advocates & consults on best practices in policy and design; facilitates public dialogue on policy choices. If you join The Urban Vision, you will become part of a dynamic and dedicated team that works together to shape livable & inclusive cities

As a member of our team, we would ask for your commitment to deliver outstanding quality and results that exceed program goals and client expectations. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

**Title:** Placemaking Consultant                      **Start date:** 14/02/2020    **Salary:** INR 10,000 Per Month

Probation: Following the initial probationary period of 6 months, a performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Hours of work: 10-30 am - 6:30 pm . 6 days a week.

This arrangement may be terminated by either party upon notice of 1 month in writing to either party with notice. We look forward to the opportunity to work with you in an atmosphere that is progressive and mutually challenging and gratifying. A standard agreement which is attached and indicates general terms of engagement, code of conduct and confidentiality has to be signed when you report to the office..

Sincerely,

Prathima Manohar  
The Urban Vision

With the signature below, I accept this offer for employment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature & Date

## **OFFER LETTER**

**November 04, 2019**

To,  
**Sneha Shinde,**  
307/B - Wing, Shailesh C.H.S,  
Nr Miraj Cinema's, Opposite,  
CIDCO garden, Sector-11,  
Navi Panvel (E) – 410206.

**Dear Sneha,**

**Congratulations** and a Warm welcome to '**STELLAR Design Studio**' family.

With reference to your application and subsequent interview, we are pleased to offer you an employment in the Capacity of '**An Architect**' in our organization,

With a confirmation that you shall be joining the organization on November 06th, 2019 at 9.30 am. We take pleasure in welcoming to our organization and look forward to a long and fruitful association with you.

Kindly sign this letter as a token of acceptance and confirm from your side

For  
**STELLAR Design Studio**



**(Priya Pandey)**  
Manager – Admin Cell

Accepted & Agreed

**(Sneha Shinde)**



Late Bhausaheb Hiray Smarnika Samiti Trust's  
**HIRAY SCHOOL OF DESIGN**

S.No. 341, Near Kherwadi Police Station, Government Colony, Bandra (East), Mumbai 400 051.  
Tel. +91 22 2657 0986 / 892 Telefax: +91 22 2657 3181 Website: www.hiray.edu.in Email: hirayschoolofdesign@gmail.com

C.REF: LDH/COA/408/2021  
DATE: 27/12/2021

To  
**Ar. Purva Gawade,**  
Mumbai.

Sub.: Appointment as the 'Visiting Faculty' for B.Sc. Interior Design, 2020-21, Semester I for the Weekend Batch.

Dear Madam,

We are pleased to consider you as '**Visiting Faculty**' for the academic year 2021-22, Semester I of Bachelor of Science at LBHSSST's Hiray School of Design for the weekend batch.

The timetable for your Lectures/Studios is-

Day	Floor	Studio	Year	Timings	Subject
Saturday	5th	Studio Class	1st	9.00 am to 10.30 am	<b>Design Development &amp; Colour concept (BID- 103)</b>
	5th	Studio Class	1st	11.00 am to 12.30 pm	<b>Practical I-Drawing and Graphics (BID-102)</b>
	5th	Studio Class	1st	12.30 pm to 2.30 pm	<b>Design Studio-I</b>

\* Semester I Lectures shall commence from 30<sup>th</sup> December 2021 onwards.

**Schedule for Semester I**

25<sup>th</sup> December 2021 to 5<sup>th</sup> March 2022 (both days inclusive).

Semester I Examinations from 7<sup>th</sup> March 2022 to 11<sup>th</sup> March 2022.

Winter Break from 25<sup>th</sup> December 2022 to 1<sup>st</sup> Jan 2022 (both days inclusive).

We request you to note the following:-

1. You have to maintain attendance records of students in your batch and assess sessional work at each lecture.
2. You have to do progressive marking in your subject on each lecture and submit record in prescribed format to the respective "HoD" on or before the 5<sup>th</sup> of every month along with a list of students defaulting in respective subject.
3. You have to be well equipped with sketches, presentation etc. for explaining the subject.
4. You have to follow the schedule of lectures & studio assignments, along with a list of submission and topics to be covered, including important site visits that you think are necessary to acquire our students to latest construction trends in new projects, their infrastructures and services for each Term, well in advance to "HoD".

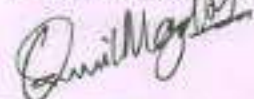
5. Students to be encouraged to make use of Library more frequently, therefore give such assignments which require finding references from the books. Your suggestions for any specific new reference books and manuals for Library are welcome.
6. Holidays as per University calendar will be notified on Notice Board time to time.
7. You have to make and discuss the Design brief and Teaching Plan with the HoD and the Principal. No major changes shall be made later in the semester.
8. You have to act as paper setter, Examiner & University Viva Voce Juror for the exams conducted by College/ University.
9. In case you remain absent for longer period, your group students to be given charge to other faculty in consultation with "HoD".
10. A copy of syllabus for the course is available with the HoD and same shall be mailed to you. Normally no classes are conducted on bank holidays. However in exceptional cases, extra periods can be held in consultation with the Principal well in advance. It would be appreciated that you will keep to your time in the interest of enforcement of strict discipline and inform about your absence, well in advance to avoid inconvenience to the students.
11. Use of cell phones to be restricted to emergencies only, during Lecture/Studio hours.
12. You are one of our Institute group, and as such anticipated to actively participate in extracurricular activities along with your valuable suggestions, guidance to conduct such events more successfully for the benefit of students.
13. In case of discontinuation, then minimum one month written intimation to Principal is necessary.
14. You will be paid an honorarium of Rs. 500/- per clock hour.

Kindly sign the duplicate copy of this letter in token of your acceptance and send it to our administrative Office at the earliest.

With thanks and warm regards,

Yours sincerely,

For HIRAY School of Design



Prof. (Ar.) Sunil Magdum  
Principal



I do accept this assignment.

( \_\_\_\_\_ )



designcompany

To  
Mr. Stevin Abraham  
Mumbai, Maharashtra

27 Jul 2022

**Subject: Letter of Appointment as Junior Architect**

Dear Stevin,

With reference to your interest in career opportunity at The Design Company and the subsequent interview you had with us, we are pleased to appoint you for a position of Architect starting 1<sup>st</sup> August 2022. We welcome you to the Design Company family. During your tenure we request you to adhere to the company principals and systems. Following are broad work profile, terms & conditions for the above mentioned position:

Broad work profile shall include the following:

- Site documentation & Analysis
- Conceptual design & 3D Views
- Design development
- Co-ordination with client & consultants
- Construction documentation
- Bill of materials & Tenders
- Certification of on-site works

Terms & Conditions:

1. You shall be entitled to an all-inclusive emolument of Rs. 15,000/- (Rupees Fifteen thousand only).
2. You will be on probation for a period of three months; subject to satisfactory completion of your probation your services will be confirmed.
3. On confirmation you shall be issued a formal letter confirming you as a permanent employee of the company.
4. You shall be entitled to 7 days casual leave, 7 days sick leave and 7 days privilege leave in a financial year on pro rata basis. Privilege leave can be availed after the completion of one year.
5. You will be assigned to a section, department, office or establishment forming part of the Company's organization or its associate companies within the Indian Union or elsewhere.
6. You shall give notice of minimum 1 calendar month before resigning. During the course of employment, you may possess company's belongings like cash, mobile handset, laptop, car etc.
7. You will be subject to the rules and regulations of the Company in force from time to time and you will be required to perform such duties as may assigned to you by the management.
8. You will devote your full time and attention exclusively for the business of the company and will not seek or accept any other employment or undertake any activity of any nature whatsoever either in your own name or in that of others which conflicts with the interest of The Design Company.
9. You are required to remove your C.V. from all job portals where it may be currently posted.

designcompany  
Mumbai, Maharashtra



designcompany

10. You are required to sign the Employee Data Sheet. A copy of the data sheet shall also be provided to you today along with this letter. Please fill the same and attach all required photocopies including Coloured passport size photo.

Office Rules:

- Work Timings : 10am – 7pm (includes 45min lunch break & 15 min tea break)
- Work Days: Monday to Saturday, Sunday Holiday.
- Weekly work hours target : 50 Hours

Please sign the enclosed copy of this letter to indicate your acceptance and return the same to us.

We extend to you a Hearty welcome to The Design Company and wish you all success.

Yours sincerely,

For  
The Design Company

Ar. Lakshmi Turnati  
Principal architect & Partner

---

I accept all terms and conditions mentioned herein.

I have attached the following with my signed copy of this Appointed Letter

1. Duly signed Employee Data Sheet.
2. Duly signed undertaking stating that I have removed my CV from all job portals.
3. Photocopy of B.Arch Degree issued by the university.

Signature: 

Date:

30<sup>th</sup> January, 2023**Candidate Name – Mr. Amal Muralidharan**

1014, Shree Ganesh Ekta CHS,  
Yashwant Nagar, Goregaon West,  
Mumbai- 400104.  
India.

**Subject: Appointment for post of Junior Architect.**

Dear Amal,

We are pleased to offer you, the position of Junior Architect with studio TAB Mumbai.  
Your appointment terms as follows:

**1. Commencement of employment**

Your employment will be effective from February 1<sup>st</sup>, 2023

**2. Job Title:**

Your job title will be of Junior Architect and you would be reporting to either of the two Principal Architects.

**3. Salary:**

Your salary and other remunerations/ reimbursements will be as set out in Schedule 1, hereto.

**Schedule 1 - Compensation Details:**

No.	Description	Amount
1.	Probation basic salary	Rs. 18,500/- net per month
2.	Site visit travel (within Mumbai & Maharashtra limits)	Road/ Train travel as per actual and will be reimbursed.
3.	Site visit travel (flight travel and accommodation. Road/ Train travel only in rare case scenario and on mutual consent only).	As per actuals.

**4. Place of position:**

You will be posted at Mumbai, India. You may however be required to work at any place of business which the firm has, or may later acquire. This will be purely on mutual consent only. You would be expected to travel to the project sites within and outside Mumbai. Travel and accommodation will be borne by the firm.





**5. Hours of Work:**

The normal working days are Monday to Friday every week. You will be required to work for such hours as necessary for the proper discharge of your duties. Saturdays would largely be work from home/ half days and you are expected to be available on phone throughout. Only in rare case scenario would Saturdays be full day working.  
The normal working hours are from 10am to 7:30pm but this would always be flexible.

**6. Leave/Holidays:**

6.1 You are entitled to casual leave/ sick leave of 3 days a month. These holidays can be clubbed together for not more than 10 days at once per quarter of a year.

6.2 The Firm shall notify a list of declared holidays in the beginning of each year.

**7. Nature of duties:**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the firm may call upon you to perform, from time to time.

**8. Firm property:**

You will always maintain in good condition the firm's property, which may be entrusted to you for official use during the course of your employment and shall return all such properties to the Firm prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Firm.

**9. Borrowing/ Accepting gifts:**

You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/ client with whom you may be having official dealings.

**10. Termination:**

10.1 Your appointment can be terminated by the firm, with a mutually agreed reason between the two Partners, by giving you not less than ONE month's prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

10.2 You may terminate your employment with the firm, with a justified reason, by giving no less than 2 months' prior notice.

10.3 The firm reserves the right to terminate your employment summarily without any notice period or a termination payment, if it has reasonable ground to believe you are guilty of misconduct, mistrust or grave negligence, or have committed any fundamental breach of contract or caused any loss to the firm.

10.4 On the termination of your employment for whatever reason, you will return to the firm all property; documents and papers, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

10.5 No document or drawings or formats or designs or work process (or copies of them) learnt or pertaining to studio TAB should be shared with any third party outside of studio TAB without consent of Principal Architects at any given point during the job and post termination.



10.6 No willful duplication or modification of studio TAB designs/ formats/ work process will be undertaken ever.

10.7 Will not contact the Clients or people close to the Clients of studio TAB, the professionals serving studio TAB and contractual agencies executing studio TAB's projects anytime post termination period.

### **11. Confidential Information**

11.1 During your employment with the Firm you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Firm.

11.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm. For the purposes of this clause 'Confidential Information' means information about the Firm's business, the Partners personal information and that of its Clients which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its client lists, vendor lists, employment policies, personnel, and information about the Firm's processes including ideas, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

11.3 At no time, will you remove any Confidential Information from the office without permission.

11.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Firm.

11.5 Breach of the conditions of this clause will render you liable to dismissal under clause above in addition to any other penalty the Firm may wish to levy on you in law.

### **12. Applicability of Company Policy:**

The Firm shall be entitled to make declarations and decisions from time to time pertaining to matters like leave entitlement, maternity leave, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Firm shall be binding on you and shall override this Agreement to that extent.

### **13. Governing Law/Jurisdiction:**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Mumbai Court only.



**14. Acceptance of our offer:**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

For studio TAB,



**Name: Rahul Das Menon.**  
**Principal Architect.**

In complete acceptance of all of the above,



**Name: Amal Muralidharan**



5<sup>th</sup> July 2023

To,  
**Ar. Anju Pillai**  
03, Shubhanand Apartment,  
Nandivali Road, Dombivli (E),  
Thane - 421201

**Sub:** Your Offer Letter as a '**Assistant Architect**' in our firm

Ar. Anju,

We are pleased to offer you the position of '**Assistant Architect**' in our firm.

Remuneration will be as discussed with you during the interview. You will be on a 6-month probation period after which on evaluation you will be confirmed. The holidays, leaves etc are as per the current company policy.

We wish you good luck & are positive that you would have a bright future & growth in this firm.

We welcome you & look forward to a long-lasting relationship.

Regards,  
For Sandeep Shikre & Associates

*Vaishali*  
  
Vaishali Pendurkar  
Head - Administration + Contracts

I accept as above.

(Ar. Anju Pillai)

## Letter of Appointment

31<sup>st</sup> July 2022.

To,  
**Ms. Nimisha. S**  
T.A.P.S Colony,  
Tarapur,  
Boisar, Maharashtra.

Dear Nimisha,

We are pleased to appoint you as a "Junior Architect" with our company with immediate effect. Your mode of association would be that of a 'Consultant' with an agreement for services, renewable on 1<sup>st</sup> August, 2022.

As a Consultant you are expected to provide 100% commitment of time of 8 hours per day for 278 days amounting to 2224 hours of services during the financial year on a pro rata basis. However, we expect that work hours are guided by the responsibilities and task entrusted to you, and your performance will be judged on the manner and timeliness of these tasks.

You are expected to observe all regulations of our company as may be applicable.

This Contract can be terminated by either party by giving a notice period of 30 days. our company reserves the right to terminate your services without notice or assigning reason if it is found that you have not abided by regulations and performance guidelines of the organization in force now or as modified from time to time.

Your remuneration shall be Rs. 11,000/- per month.

The CTC includes all statutory deductions from employee and employer and applicable professional and income tax.



In case of a shortfall in the expected working days and hours, your remuneration shall be computed and paid on pro rata basis. company shall be entitled to withhold your remuneration until the requirements are compiled by you.

You will be on probation basis for period of 4 months. In the Probation Period you will not be entitled for any leave with payment. After completion of probations period you will be allowed for the leaves.

As part of your duties, you may be required to work on projects which require confidentiality and back to back no-disclosure agreement with our clients. During the term of your service with company, you may have access to had may acquire confidential information related to the business of the company which may include, but not limited to customers lists and information, investigation, designs, improvements, discoveries, drawings, details, specification, market details and other.

Trade secrets disclosure, leakage or unauthorized use of confidential information including sharing media may cause substantial loss to the company and hence by accepting this appointment you agree to not use or disclose any company project related information that you may have access to, physically or virtually, during you term at company and after leaving this ordination for any reason.

Taking any information out of the company premises in any form will be considered a violation of this agreement.

Company expects you to give us your personal and professional data as and when required.



This Appointment has been made based on the information provided by you. Company reserves the right to terminate services with immediate effect and without compensation if any of the above information found to be untrue and materially inaccurate.

This letter is issued to you in duplicate. Please sign and return the copy of this letter for our record.

Sincerely

For INSPIRE ARCHITECTS

*Sushil Patil*  
31/07/22

**Ar. Sushil Patil**  
Principal Architect



Name : Nimisha S

Signature : *Nimisha S*

Place : CBD-Belapur, Date : 31/07/22  
Navi Mumbai

**Dear Mr. Ayush Anil Kumar,**

Subsequent to the interview you had with us, we are pleased to offer you the position of “**Architect Junior**” in our organisation on the following terms and conditions. Based on our internal evaluation of your candidature, we are pleased to offer you a monthly compensation package (CTC) **of Rs. 19,495/- (Rupees Nineteen Thousand Four Hundred Ninety-Five Only).**

You will be eligible for leave etc. as per firm rules on successful completion of Probation and being confirmed as an employee. Probation is for a six month period & may be extended based on performance.

Other Work/Activity: Yours is a full-time employment with the Firm. You shall not take up any other work for remuneration or work in an advisory capacity in any other trade or business, during your employment with the Firm. If any other activity affects your full-time availability to the Firm, you must take prior written approval from the Head - Operations of the firm.

To acknowledge your acceptance of this offer please sign and return this letter to Architect Hafeez Contractor – Human Resources by 9<sup>th</sup> May 2022 with your date of Joining. You will have to submit your relieving letter and experience certificate from your current organization within 4 working days on acceptance of our offer. An appointment letter with detailed terms of employment will be issued to you within 15 days of joining Architect Hafeez Contractor.

This offer is valid subject to you joining duty on the specified date of joining at 10.00 am failing which your offer stands withdrawn.

Note - Kindly find the attached list of document with this mail, bring all the mentioned documents on the first day of joining.

Disclaimer – As per Labour Laws changes may be there in components of salary.

Thanks,

**Shweta**

HR Department

**Architect**  
**Hafeez**  
**Contractor**





**ACUBE ARCHITECTS**

## **APPOINTMENT LETTER**

**Date: 02/11/2022**

**Dear,  
Blessy James**

**Position: - Junior Architect**

We are pleased to inform the confirmation of your appointment as a **Junior Architect** with **Acube Architects** which, subject to your acceptance of this letter and its conditions, will operate commencing from **3<sup>rd</sup> Nov 2022** starting with a salary of **Rs. 14,000/-** only and **Professional Tax of Rs. 200 /-** Shall be automatically deducted from your salary every month. 3 months (For probation) after probation your salary might get revised as per your performance by another Rs.2000/- only. During probation period no casual leave are allotted.

Three months shall be probation period and During that no casual leave are allotted.

On your first day, please report to Ar. Ali Abbasi.

In joining our team, you share our commitment to providing the best service to our members/clients/patients. For this to be achieved, your ideas, suggestions and initiative are encouraged as we strive to improve the way we work and how we present ourselves to the community at large.

Our working ethics revolve around taking responsibility for decisions, pride in our work, sharing our knowledge and expertise with others, and a willingness to contribute to the resolution of issues collaboratively.

If you are happy with the terms of this letter, please confirm your formal acceptance of appointment by signing and returning the attached copy to me prior to your commencement. Please retain the original for your records.

### **Increment**

Increment is not mandatory , it shall happen as per individual performance.

### **Secrecy of Agreement**

1. The employee has to maintain secrecy of all relevant details related to company with respect to all drawings /design/documents/information that they may come across during the course of working with company
2. Employee shall not attach any personal external hardware like USB/ Hard disk to office computer/server without any prior consent of the management.

3. Employee shall not copy/share any office documents from office Computer without the prior written consent of the management.

4. Violation of any above terms related to confidentiality to be treated as violation of appointment letter. In such case, " Acube Architects" Management in its discretion may take a legal action against the employee & shall be terminated on immediate basis without any notice period.

**Yours sincerely,**

**For Acube Architects**



**Ali Abbasi**  
**Principal Architect**

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**Acceptance by Employee**

I accept this offer of employment on the Terms and Conditions set out above.

**Signed:** \_\_\_\_\_



**A CUBE ARCHITECTS**

### **OFFICE RULES:**

- Office timings : 9.00am to 6.30 pm
- Lunch Break : 1.00pm to 1.30 pm
- Late Remarks : Applicable for anyone coming beyond 9.05 am **3** Late marks shall be counted as half day and **5** as full day & After coming 10:30 shall be counted as half day & Taking Holiday before 4:00 shall be counted as half day.
- Anyone taking **Friday or Monday** shall be accountable to **3** days leave. Which shall be deducted from your casual leave.
- Anyone taking leave for more than **3** days, leave application is required before minimum **15** days.
- Work Experience certificate/LOR shall only be issued on completion of a minimum of one year of working with the firm.
- Diwali bonus is not mandatory, it shall happen as per company performance in that particular financial year.
- During "WORK FROM HOME" in any pandemic situation half salary shall be given.
- You are entitled to **6** casual leaves in a year besides all Saturday and Sunday which are off along with the public holidays.
- Everyone can take **ONLY ONE** casual leave in every **TWO** months.
- A notice period of minimum **1** Month is required in case of resignation.
- Avoid using social networking during office hours.
- **NOTE : NOT ABIDING BY THE RULES SHALL BE HIGHLY CONDEMNED BY THE ORGANISATION & STRICT ACTION SHALL BE TAKEN.**

Ali Abbasi  
Principal Architect

Deepesh Chandra  
Associate Architect

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INSTITUTE FOR ARCHITECTURE  
AND ENVIRONMENTAL STUDIES  
Affiliated to University of Mumbai

KRVIA/A.Y./2022-23/ 2725

Mr. Abhishek Hegde

July 1, 2022

Dear Abhishek,

Congratulations on being selected as a KRVIA Research Fellow under the KRVIA Research Fellowship Program 2022-23. As proposed by you, you will be working on the research topic, "River Responsive Stories: Communal Engagement, Kolkata." Vikram Pawar will be guiding you in this research project.

Even as you commence your research, we would like you to make note of the following points:

1) As a Research fellow, you are expected to spend 20 working hours of research per week at the Institute. This may be fulfilled by being present at the Institute on three working days. The choice of these three working days is on you. However, once these days have been fixed by you, it is important for you to be present on these days throughout the academic year. Your attendance/absence at the institute will be marked accordingly. Kindly note that the working hours of the institute are from 8 am to 3 pm.

2) **Monthly and Quarterly Payments:** 50% of the payable amount per month (as per logged in time) will be released every month, 25% will be released after approval of adequate work by the Review Panel quarterly and 25% will be released on adequate completion at the end of the project. If performance is found below par, as per the observations made by the Review Panel, the stipulated amount for that review will be withheld till adequate improvements are made and shown during the

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next Panel review. Thus, it is in your best interest to be on mark for every review. No requests for part release of amount etc. will be entertained in between reviews.

A remuneration of Rs. 150/hour of logged in time (biometric and otherwise) will be paid to you by the Institute. The institute will not provide for any travel or other allowances incurred by you during the course of the appointment.

**3) Monthly Review, Periodic Evaluation and Draft and Final Submission of Report:** The following are a set of deliverables mentioned by you and accordingly we will be tracking the progress of your research based on this:

**JULY 2022** Finalizing the abstract and selection of site/s

**AUG-SEP 2022** 1. Working on the literature review  
2. Finalizing the scope of review.

**OCT-DEC 2022** Working on the research methodology

**JAN-MAR 2023** 1. Reviewing case studies  
2. Exploring infrastructural possibilities  
3. Working on graphical representation for the same

**APR-MAY 2023** Compilation of data; completion and Final submission

The progress and evaluation of your research will take place through your bi-monthly presentations at the KRVA Monday dialogues and through a quarterly review wherein an External/Evaluator/ Subject expert will be appointed to assess your research work.

A draft of the research manuscript at progress will be submitted in the 9<sup>th</sup> month of the fellowship program. At the end of 11 months, on the completion of the research, you are expected to make a final

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AND ENVIRONMENTAL STUDIES  
Affiliated to University of Mumbai

presentation of your work to the Panel along with the final manuscript consisting of at least 8,000 words.

If the research project is prolonged beyond the assigned period of 11 months, the Institute shall not be responsible for compensating you for any additional work. However, failure to submit the final report and presentation at the end of 11 months would incur a penalty, which is subject to the decision of the Institute.

4) **Paid Leaves:** You will be entitled to a maximum of four Casual Leaves and five Sick Leaves during the assigned Fellowship period of 11 months.

5) **Participation in other activities in the Institute:** While you are encouraged to participate in the various co-curricular and extra-curricular activities that take place in the Institute, please note that these will be on a voluntary basis and cannot be remunerated.

6) **KRVIA's policy on Academic Ethics:** It is important to note here that the Institute stresses on maintaining academic integrity and emphasizes on ethical writing and ownership. In order to avoid issues pertaining to plagiarism and other inappropriate writing practices, the Institute has installed an anti-plagiarism software to help prevent such malpractices. The final report/manuscript can be submitted only after going through the plagiarism/similarity check using the anti-plagiarism software. If the report is found unsatisfactory after running it through the anti-plagiarism software, the faculty and the research fellow will be required to modify the manuscript accordingly. In order to avoid delays in submitting the final manuscript on time, it is therefore the responsibility of the faculty and the research fellow to ensure that they maintain academic ethics and intellectual integrity throughout the time the research is being proposed, conducted and submitted.

7) **Relinquishment of the Fellowship and Permissions:** During the course of the fellowship, it is incumbent upon you to not apply for another fellowship/scholarship/assistantship from any other organization/institution that will overlap with the KRVIA fellowship. Matters such as the

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AND ENVIRONMENTAL STUDIES  
Affiliated to University of Mumbai

disbursement of funds due to you or the continuation of your research project are all subject to the decisions taken by the Institute. As a research fellow, you cannot hold any appointment, paid or otherwise or receive emoluments that may directly conflict with or affect your performance during the tenure of the fellowship. Please also note that you are NOT permitted to publish your ongoing research work in any journal or periodical or the like during the Fellowship Program.

8) **Institutional Acknowledgment:** The Institute must be acknowledged for the support that has been rendered to you during the entire period the study was conducted. At the culmination of the research conducted, you may publish your research in journals wherein you must duly credit the Institute under whose aegis, the Fellowship was conducted. The work produced by you as a research fellow will be acknowledged in all publications, events etc. undertaken by the Institute. While authorship shall remain with the faculty and research fellow initiating the research project, all intellectual property rights will be accredited to KRVIA.

Best regards,



MANOJ PARMAR  
DIRECTOR



**ACUBE ARCHITECTS**

## **APPOINTMENT LETTER**

**Date: 08/06/2022**

**Dear,  
Shruti Naval**

**Position: - Junior Architect**

We are pleased to inform the confirmation of your appointment as a **Junior Architect** with **Acube Architects** which, subject to your acceptance of this letter and its conditions, will operate commencing from **13<sup>th</sup> June 2022** starting with a salary of **Rs. 14,000/-** only and **Professional Tax of Rs. 200 /-** Shall be automatically deducted from your salary every month. 3 months (For probation) after probation your salary might get revised as per your performance by another Rs.2000/- only. During probation period no casual leave are allotted.

Three months shall be probation period and During that no casual leave are allotted.

On your first day, please report to Ar. Ali Abbasi.

In joining our team, you share our commitment to providing the best service to our members/clients/patients. For this to be achieved, your ideas, suggestions and initiative are encouraged as we strive to improve the way we work and how we present ourselves to the community at large.

Our working ethics revolve around taking responsibility for decisions, pride in our work, sharing our knowledge and expertise with others, and a willingness to contribute to the resolution of issues collaboratively.

If you are happy with the terms of this letter, please confirm your formal acceptance of appointment by signing and returning the attached copy to me prior to your commencement. Please retain the original for your records.

### **Increment**

Increment is not mandatory , it shall happen as per individual performance.

### **Secrecy of Agreement**

1. The employee has to maintain secrecy of all relevant details related to company with respect to all drawings /design/documents/information that they may come across during the course of working with company
2. Employee shall not attach any personal external hardware like USB/ Hard disk to office computer/server without any prior consent of the management.





**ACUBE ARCHITECTS**

3. Employee shall not copy/share any office documents from office Computer without the prior written consent of the management.

4. Violation of any above terms related to confidentiality to be treated as violation of appointment letter. In such case, " Acube Architects" Management in its discretion may take a legal action against the employee & shall be terminated on immediate basis without any notice period.

**Yours sincerely,**

**For Acube Architects**

**Ali Abbasi**  
**Principal Architect**

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**Acceptance by Employee**

I accept this offer of employment on the Terms and Conditions set out above.

**Signed:** \_\_\_\_\_



ACUBE ARCHITECTS

### OFFICE RULES:

- Office timings : 9.00am to 6.30 pm
- Lunch Break : 1.00pm to 1.30 pm
- Late Remarks : Applicable for anyone coming beyond 9.05 am **3** Late marks shall be counted as half day and **5** as full day & After coming 10:30 shall be counted as half day & Taking Holiday before 4:00 shall be counted as half day.
- Anyone taking **Friday or Monday** shall be accountable to **3** days leave. Which shall be deducted from your casual leave.
- Anyone taking leave for more than **3** days, leave application is required before minimum **15** days.
- Work Experience certificate/LOR shall only be issued on completion of a minimum of one year of working with the firm.
- Diwali bonus is not mandatory, it shall happen as per company performance in that particular financial year.
- During "WORK FROM HOME" in any pandemic situation half salary shall be given.
- You are entitled to **6** casual leaves in a year besides all Saturday and Sunday which are off along with the public holidays.
- Everyone can take **ONLY ONE** casual leave in every **TWO** months.
- A notice period of minimum **1** Month is required in case of resignation.
- Avoid using social networking during office hours.
- **NOTE : NOT ABIDING BY THE RULES SHALL BE HIGHLY CONDEMNED BY THE ORGANISATION & STRICT ACTION SHALL BE TAKEN.**

Ali Abbasi  
Principal Architect

Deepesh Chandra  
Associate Architect

**Sandeep & Suresh Goel Associates**

**C – 85, Shivalik, New Delhi – 110017**

☎ 91-11-41034450, Fax: 91-11-26011441, email: sandyg\_online@gmail.com

Ref No. SSGA /AGL/PF-28

Dated: 05.01.2022

**PRESENT ADDRESS**

To,  
Mr. Abhiroop Sarkar  
M/o Mrs. Madhuchanda Sarkar  
Flat B6, Sultan Apartments,  
Gali No. 2, Beside Radheyshyam Mandir  
Saidulejab Saket  
New Delhi - 110030  
M: 8668228493  
E: Abhiroopsarkar1995@gmail.com  
PAN No. GUVPS4274P  
Adhar No. 6182 2920 7893

**PERMANENT ADDRESS**

Row House No. 79,  
Nanik's Ashtavinayak Apartment  
Opposite Podar work school  
Koradi Naka Nagpur - 440030

Dear Mr. Abhiroop

With reference to your application, data furnished and subsequent interview followed by discussions, we are pleased to appoint you as Consultant with designation of **Architect SGA** with effect from 04.01.2021

The following conditions are mutually agreed to:

1. You will be paid a consolidated amount of 38000/- (35000 + (3000 Reimbursement)) per month inclusive of travel & allowances. The above include overtime etc. required to complete the targets/responsibilities. Taxes will be deducted as applicable.
2. Your broad duties and responsibilities will be decided by the Management and shall be given separately. These may be reviewed time to time.
3. You will work under the supervision of any person declared upon by the Management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your potentialities, skill and ability. Broad Job Description is attached in *Annexure I*
4. You will full fill the targets mutually fixed or commitments made to the Clients Including overseeing same from your team members.
5. Your timings will be 9.00 AM to 6.00 P.M. at office 6 days every week **except Second & Fourth Saturday and** will compensate on same day all late coming. 8 officially listed Holidays, 12 Nos. Casual leave will be admissible within a year. Timeliness is important, therefore late coming will be appraised as per office policy. Timeliness, responsiveness & quality will be appreciated towards your performance evaluation/appraisal.
6. You will put your whole –hearted commitment during your tenure and you will be committed to deliver result oriented output in time bound manner and financial targets as mutually agreed by putting in extra working hours whenever required. You will not work anywhere else till you are in our service.
7. You will regular update Odoe/ERP/any equivalent work update system as set by office and daily half day report, in format given by management time to time. This will be linked with your attendance & performance.

Abhiroop Sarkar

8. Please ensure that you submit your daily reports by email and on whatsapp group & such system for coordination. Not complying the same will lead to marking absent by default.
9. Your place of posting at present is at New Delhi, but you are liable to be transferred / deputed to any of the offices / site office/ units existing or to be set up in future in any of the places in India.
10. You have given this offer with the understanding that the information furnished by you in your employment application/ interview or at the time of application are correct and complete. If, any time, any declaration given or information furnished by you in your application for employment or in the forms filled up in connection with your employment is found to have been surprised/ committed, or any other relevant information not disclosed at the time of your appointment, this employment shall be liable to be annulled at the discretion of the management.
11. Prior of reporting/joining, a copy of following documents must be submitted.
  - Proof of age: either your school – Leaving Certificate, or any acceptable documents or equivalent.
  - Educational Certificates including Mark Sheets of class X College / Institution.
  - Last appointment letter and salary slip/ Xerox of page of pass book showing entry of last pay cheque from the previous employer.
12. You will not divulge or give to anyone in any manner particulars or details of any of the trusts, secrets, project details, trade secrets/ financial/ administrative / organizational matters or any transactions or affairs of the company of confidential nature to any organization or person, etc. nor will you indulge in free lancing work. During the course of working with us you will develop working relationship but no financial relationship with our Clients, Contractors, Sub-Contractors etc. Whatsoever and you will not join them in any capacity for at least one year after leaving our firm. Further, you will be responsible for safekeeping and return in good condition and order all our property and/or documents, which may be in your use, custody and charge.
13. The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company for any reason any information about the interest or business of the Company or any affiliated Companies. You shall not communicate to public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to the Company except the prior approval of the management. Any invention, process, development, discovery, formulate, plan specification, program, design, adaptation or improvement in procedure or other matters or work whatsoever made, developed or discovered by the employee either alone or jointly with any other person in employment of the Company, in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use therein or in connection therewith shall not be disclosed by you to any unauthorized person. You further agree that you will perform your duties with diligence, devotion and the Company may hold you liable for gross negligence. You are in no way allowed to be employed by any other Company on a temporary or part time basis or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior consent of the Company.
14. The appointment and its continuance is subject to your being found and remaining medically (physically and mentally) fit throughout the tenure.
15. First 6 months will be probation period during which your services can be terminated from either side at any time without arising any reason.

16. You will be responsible coordinating with sub-consultants, in-house & external & ensuring time delivery of drawings, report & clarification keeping team & admin in copy to all mails.
17. After expiry of your probation period of 6 months, if your services are found satisfactory then your services will be extended for 12 month and you will be given increment/ raise time to time depending upon your performance and contribution.
18. Force Majeure & extra ordinary circumstance such as Covid pandemic, lockdown etc. the Management may need implement leave without pay or work for home with reduced pay etc.
19. If absent for a continuous period of 10 days without prior approval of your superior, (including overstay on leave/ training) would result in you losing your lien on the service and the same shall automatically come to an end without any notice or intimation.
20. After satisfactory completion of 12 months of your service at our office a lump sum amount of Rs.40000/- will be paid. In case of prior termination or your leaving earlier or taking more than one and a half Months of cumulative leave nothing will be payable and same will be null and void without any claim from your side. You will be considered for first increment/incentive on the successful completion of 1 year of service based on your performance or successfully completion of each year of services by your concerned supervisor and management.
21. You will train your juniors in technical and work/project management skills and assess their progress formally. This will form part of your performance appraisal.
22. You will ensure that all the work done in company's PC / laptops must be submitted to main server on a regular basis in proper format/system, along with updation in the Office Management and Appraisal software/system. Data confidentiality is maintained and at the time of relieving all the records should be handed over properly to your senior.
23. You will be bound by the rules and regulations which are in force and also enforced, amended or altered by the management from time to time in relation to conduct, discipline, leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and orders in the part of these terms of employment.
24. You should declare your interest, financial or otherwise in any company or firm or any other individuals who have dealings with us in any capacity. In the event of yourself acquiring or becoming interested in the future in such a company or partnership or firm or individual, you should immediately disclose the nature and extent of your interest.
25. In addition to the above, you have to follow Business Integrity Management System (BIMS) policy/ principle/procedure of the company and you are to be in strict compliance with BIMS as in force.
26. You will submit proof of permanent address and date of birth prior to joining. That you will inform in writing about change in your residential address; otherwise it will be deemed that all the communication sent to you on the last address given by you to the Management, have been delivered to you, and responsibility for non-receipt of the communication will be that of yours. That you will not refuse to accept any communication delivered to you by hand. In case of your refusal to accept any communication, a copy of such communication shall be displayed on the Notice Board of the Company and shall be deemed to be as if served on you in person.
27. If any time during the period of employment if you are found guilty of misconduct or any willful breach or continuous negligence and violation of one or more terms of this appointment letter or rules or dereliction of duties and/or instructions given to you from time to time, dishonesty, disobedience, disorderly behavior and indiscipline, the management would terminate your services without giving any notice, information or payment in lieu thereof. You will be deemed to have brought about such a situation by your misconduct compelling the management to put an end to your services and you shall, therefore, continue to be liable for all losses, damages to the Company. Your services can be terminated without any notice if the management finds

that the particulars supplied by you either in the application form or at the time of interview are incorrect and also if you have been convicted at any time for any criminal offence including moral turpitude.

28. Notice Period: After probation period of 6 months, Two months' notice period is to be given in writing by either side. If you leave the Company without the requisite notice, the Company will be entitled to recover an amount equivalent to the salary for the notice period and also will be entitled to adjust any such amount towards any dues which may be payable to you. You will not be eligible to take any leaves during the last month of the notice period to ease the handing and taking over process. If you require leaves during that time, the leaves taken would be considered as leaves without pay. Necessary action would be taken if notice period is not served properly. However, company can terminate your services with immediate effect or shorter notice period incase of disciplinary reasons.
29. It is mutually agreed that in case of any differences/ disputes whatsoever, the matter shall be referred to the sole arbitration of Mr. H.R. Vaish, S-19, Panchshila Park, New Delhi -110 017. The Arbitrator's decision will be final and binding on both parties.
30. You will utilize your experience to promote business for the company
31. This letter & all data shared with your goodself are confidential & you accept and undertake to respect will abide the mutual trust & ensure it remains confidential.
32. The terms of this letter are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness.

Role Description is attached in *Annexure II*

Kindly return a copy of this letter duly signed by you on each page in acceptance of the terms and conditions set out herein.

We welcome you as a member of our team and wish you a successful career with Sandeep & Suresh Goel Associates.

Yours faithfully  
For Sandeep & Suresh Goel Associates



#### ACCEPTANCE & DECLARATION

I have joined service from .....

I have read and understood the above terms and conditions and undertake to abide by them.

(Abhiroop Sarkar)

S. TAX NO. ....

Abhiroop Sarkar

**Annexure I****Broad Job Description and KPI for Architect**

<b>Job Title</b>	<b>Sr. Architect</b>
<b>Location</b>	New Delhi, India
<b>Reporting to</b>	Principal Architect (In this order)
<b>Team</b>	Architecture
<b>Key Responsibilities</b> <i>(Includes but not limited to)</i>	<ul style="list-style-type: none"><li>• Plan and manage all the work given in timely manner</li><li>• Contribute to and promote the interest of the company</li><li>• Collaborate with other team members</li><li>• Participate in team meetings, briefings, training and other events</li><li>• Maintaining half day schedule</li><li>• Submitting weekly log and milestone progress</li></ul>
<b>Job Expectations</b>	<ul style="list-style-type: none"><li>• Possess required competencies for each key responsibility area (listed above)</li><li>• Possess a general understanding of SGA directions and design services.</li><li>• Deliver high quality consultancy services.</li><li>• Maintain professional rapport with other team members and SGA Clients</li><li>• No action that leads to conflict of interest</li><li>• Maintaining confidentiality</li></ul>
<b>Job holder KPI's</b>	<ul style="list-style-type: none"><li>• Error free, timely and reliable services generally</li><li>• Maintenance of Contacts database on behalf of the company.</li><li>• Maintaining proper scheduling system.</li><li>• Maintaining all excel files with proper naming on server.</li></ul>

(Abhiroop Sarkar)

**Sandeep & Suresh Goel Associates****C – 85, Shivalik, New Delhi – 110017**☎ 91-11-41034450, Fax: 91-11-26011441, email: sandyg.online@gmail.com

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**Annexure II****ROLE DESCRIPTION**

Expected behavior and attitude

**Accuracy** – Consistently meeting or exceeding Company/Individual Performance targets for accuracy**Reliability** – Consistently delivering work on time, within cost and to required quality. Avoiding errors**Integrity** – Consistently behaving and communicating in a professional manner, with honesty, fairness and respect to all parties**Timeliness** – Consistently delivering work on time. Keeping your senior informed of progress and avoiding unexpected surprises**Flexibility** – consistently accepting challenges of new work, new methods of service delivery or new work locations and environments.**Responsiveness** – consistently responding proactively to requests for information and or changes in scope or timeline program.**Listening Ability** – Consistently being attuned to the views and requirements of the senior and others and responding accordingly.**Client Awareness** – Consistently being aware of the needs of the client and others and revising the actions, reporting and /or communication message to suit their needs.**Situational Judgment** – Consistently assessing the current or changing project or work situation and exercising sound and professional judgment**Innovative Thinking** – Consistently assessing opportunities for the company to improve the way we deliver our services, improve working conditions and the environment in a sustainable manner.**Self-motivation and Initiative** – Consistently being motivated at work and taking initiative without waiting for prompting by others**Team Work** – Consistently collaborating and supporting other team members**Compliance with procedures** – consistently comply with company procedures and policies

(Abhiroop Sarkar)

Abhiroop Sarkar





EPIPHANY DESIGN STUDIO

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Ar. Suneel Thorat

Founder & Director

A : B/1602, Shree Vallabh Towers, Malad West, Mumbai 400064

W : arsuneel@gmail.com

P : +91 9833129800

Date, 28 November, 2022

#### APPOINTMENT LETTER

We are pleased to inform you that you have been selected for the position of Jr. Architect at Firm Epiphany Design Studio.

Your job appointment will begin on Thursday, 29th December 2022. You will receive salary of 25000/- per month.

The company will take care of travelling expenses for site visits allotted by the firm for required work.

We look forward to hearing back from you to accept this position.

Regards,

Ar. Suneel Thorat  
Founder & Director

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Date: 28.07.2023

## OFFER LETTER

**Ms. Diksha Jain**

201, Grah Rachana Society,

Opp Bank of Maharashtra, Lonavala,

Dist. Pune - 410401.

Dear Diksha,

Subsequent to your interview dated 20.07.2023, we are pleased to offer you the post of **Jr. Architect** in our design firm.

As discussed, your date joining will be 1<sup>st</sup> August 2023. Your detailed appointment letter will be issued after your joining.

Kindly submit a copy of all the relevant documents within a week's time.

Thanking you,

Regards,

Ar. Sanket Jain,

Principal Architect

  
Offer accepted



11<sup>th</sup> July 2022

To,  
Ms. Muskaan Garg,  
Mumbai

**Sub : Offer of Employment**

Dear Muskaan,

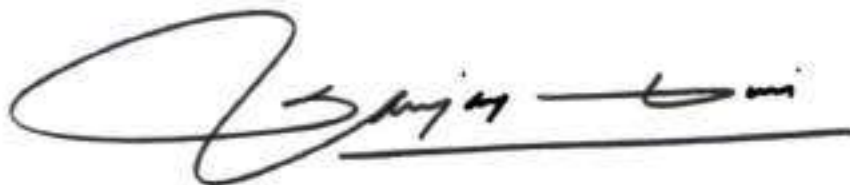
With reference to your application for employment and the personal interview, we are pleased to offer you the position of a " Jr. Architect" with our organization. As discussed, you shall join duty on 18<sup>th</sup> July 2022.

Your remuneration will be Rs. 15,000/- per month.

You shall be on a probation period of 3 months. Upon satisfactory completion of your probation we shall confirm your appointment on a more permanent basis. You will be eligible for paid leaves after your probation period.

We welcome you to Sanjay Puri Architects and look forward to your joining us.

Thanking you,  
Yours faithfully,



Sanjay Puri  
Principal Architect

To,

Ms. Radhika Agarwal,

Mumbai.

SUB: LETTER OF OFFER

**Dear Ms. Radhika Agarwal,**

Subsequent to the interview you had with us, we are pleased to offer you the position of “**Architect Junior**” in our organisation on the following terms and conditions. Based on our internal evaluation of your candidature, we are pleased to offer you a monthly compensation package (CTC) of **Rs. 19,495/- (Rupees Nineteen Thousand Four Hundred Ninety-Five Only).**

Detailed breakup of the same is below.

Name	PF Eligibility	OT Eligibility	Basic includes DA	HR A	Tea	Professional Development	Gross Salary	PF	Emp ESI C	Pr of. Tax	Sub Total	Net Take Home	Co PF	Co ESI C	Gratu ity	Bon us	Sub Total 2	Mont hly CTC
Ms. Radhika Agarwal	Yes	No	13429	2571	0	0	16000	1611	120	200	1931	14069	1746	520	646	583	3495	19495

You will be eligible for leave etc. as per firm rules on successful completion of Probation and being confirmed as an employee. Probation is for a six-month period & may be extended based on performance.

Other Work/Activity: Yours is a full-time employment with the Firm. You shall not take up any other work for remuneration or work in an advisory capacity in any other trade or business, during your employment with the Firm. If any other activity affects your full-time availability to the Firm, you must take prior written approval from the Head - Operations of the firm.

To acknowledge your acceptance of this, offer please sign and return this letter to Architect Hafeez Contractor – Human Resources by 10<sup>th</sup> June 2022 with your date of Joining. You will have to submit your relieving letter and experience certificate from your current organization within 4 working days on acceptance of our offer. An appointment letter with detailed terms of employment will be issued to you within 15 days of joining Architect Hafeez Contractor.

Thanks,  
**Shweta**  
HR Department

**Architect**  
**Hafeez**  
**Contractor**

29 Bank Street Fort  
Mumbai - 400 023  
T : +91 22 22661920  
E : [hr@hcontractor.com](mailto:hr@hcontractor.com)  
[www.architecthafeezcontractor.com](http://www.architecthafeezcontractor.com)

To,

Ms. Radhika Rajkumar Agarwal

Mumbai.

SUB: LETTER OF APPOINTMENT & PROBATION

Dear Radhika Rajkumar Agarwal,

We are pleased to inform you have been appointed as “**Architect Junior**” in our organization on the following terms and conditions.

- **Appointment date:** Your date of appointment as per our firm records is June 13, 2022. The appointment date will be considered for the computation of your Gratuity.
- **Probation:** You will be on probation for a period of 6 months from the date of joining, at the end of which, your services will be confirmed at the sole discretion of the management, subject to satisfactory performance and an appraisal report. However, the management retains the right to extend the probation period if found necessary. It is pertinent to note that till you are given a letter in writing confirming your services, you would be deemed to be on probation.
- **Compensation:** You will be paid total yearly emoluments as shown in Annexure-1. Your emoluments would be reviewed from time to time and revision will be made at the Firm's discretion based on your conduct, length of service, performance, results achieved etc. You will be eligible for benefits as per government rules & rules laid down by the management of the firm. All payments to you under the terms of employment are subject to deductions at source under the Income Tax Act, 1961 and any other enactment that may be in force from time to time.
- **Other Work/Activity:** Yours is a full-time employment with the Firm. You shall not take up any other work for remuneration or work in advisory capacity in any other trade or business, other than looking after activities of our sister companies during your employment with the Firm. If any other activity affects your full-time availability to the Firm, you must take prior approval in writing from the Head - Operations of the Firm.
- **Confidentiality:** You will be required to maintain confidentiality about all matters, documents, drawings and information relating to the Firm's work and this requirement for confidentiality would continue even after cessation of your employment. You would be required to sign an Undertaking to this effect and any breach of confidentiality would be subject to penal action by the Management including termination of your services with immediate effect as also making you liable for payment of all losses and damages which may be suffered by the Firm.
- **Code of Conduct:** The code of conduct and discipline as maintained in the office shall be applicable to you as well. You will be required to observe all the rules and regulations concerning office procedures and discipline that may be in force from time to time. You shall be responsible for protecting the property of the firm entrusted to you in the due discharge of your duties and you shall indemnify the firm, when there is a loss of any kind to the said property. You should read & understand all details regarding HR Policies etc. as mentioned in the employee handbook. Failure to adhere to this code of conduct will be treated very seriously and may lead to disciplinary action, in accordance to local policy & laws.

- **Travel:** You may be required to travel on Firm work. You will be paid expenses for travel as per the Firm's rules.
- **Working hours & Working Days:** Your working hours will be 8 ½ hours per day. The Firm weekly off will be on Sunday and every alternate Saturday will also be given as an off. Detailed explanation for working on holidays is given in the employee handbook. A detailed list of specific firm holidays may be obtained from HR. You may also be required to do shift duties. You may be required to work beyond scheduled working hours whenever the need arises. If eligible, you will be paid overtime at the rate of 1.25 times of Gross salary.
- **Leave:** On probation you shall not be entitled to any paid leave. All leave needs prior approval of your Associate to whom you will be reporting. Post completion of probation, you shall be entitled to Paid Leave as per the rules of the firm. You can obtain the details of the same from the Employee Handbook.
- **Transfer:** The Firm may need you to provide your services at any other department / unit / location of the Firm or its affiliates and the management reserves the right to affect a transfer of your services accordingly.
- **Notice Period:** Either party giving two weeks' notice in writing during probationary period or 45 days' notice in writing after confirmation may terminate this contract of employment. During your notice period you are expected to attend office regularly. Paid leave balance if any will be encashed at the time of your final settlement. You cannot adjust your leaves against your notice period. If the notice period is not served the firm reserves the right to hold payment and experience letter. Neither party is required to provide any reason for giving notice of termination of service. The Firm reserves the right to pay or recover salary in lieu of notice period not served. All benefits will cease from the day you are relieved of your duties. Once you submit your resignation letter, your pending dues will only be cleared at the time of your final settlement.
- **Termination:** Subject to the provisions laid down in the Code of Conduct, the Firm reserves the right to terminate your employment if there are disciplinary issues. Your services are liable to be terminated without any notice if the cessation is due to misconduct, disloyalty, act or omission involving moral turpitude or any act of indiscipline. Your services are also liable to be terminated for unsatisfactory performance.
- **Separation:** On acceptance of notice you will be required to restore to the Firm all documents, media, literature and all other Firm property issued to you without retaining any copies. Failure to do so may result in monetary deductions from the dues payable to you or may be recovered legally.
- **Employee State Insurance:** The Firm has insured you (if applicable) & your family (as applicable) under the Employee State Insurance Scheme. No Private Medical policy has been taken separately by the firm and will not be applicable. In case of any medical expenses etc, you will have to claim the same from the ESIC Office directly. You will have to ensure that you complete all necessary formalities as laid down by the ESIC Department.
- **Dispute Resolution:** All disputes, differences of opinion and controversies shall be resolved amicably, failing which they shall be finally settled by a sole arbitrator appointed by the Parties. The Arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 or any amendment thereof for the time being in force. The award of the arbitrator shall be a reasoned award and shall be final and binding on the Parties. The place of arbitration proceedings

shall be in Mumbai and the proceeding language and award shall be rendered in the English Language.

- **Age of Superannuation/Retirement:** Your age of Superannuation/Retirement will be as per the policy of the firm, which on date is 58 years. However, the firm reserves the right to change the same.
- **Verification & Misrepresentation:** This appointment is made assuming all the information given by you is correct. Any misrepresentation on any of the below would lead to termination of the appointment without any notice.
  - ✓ Verification of Certificates regarding educational qualifications, age, experience and other testimonials which are to be submitted by you to the Firm and which would be informed to you at the time of your interview confirmation.
  - ✓ Production of a clear and unconditional relieving letter from your present employer which is to be submitted on the date of your joining the Firm.
  - ✓ A satisfactory report in regard to reference checks to be carried out by the Firm and/or production of satisfactory letter of reference from your referees.
  - ✓ Your employment will be governed by the rules of the Firm at all times. Your detailed job description can be obtained from the Associate to whom you will report.

The firm reserves the right to change any of the above terms with 30 days written notice to the employees.

We are happy that you have chosen Architect Hafeez Contractor for your career and we look forward to working with you and hope that your association with us will be happy, mutually enriching and a rewarding one.

Kindly reply with your confirmation on email informing that you are agree & accept to the above terms & conditions of employment.

Thanks,  
**Shweta**  
HR Department

**Architect**  
**Hafeez**  
**Contractor**

29 Bank Street Fort  
Mumbai - 400 023  
T : +91 22 22661920  
E : [hr@hcontractor.com](mailto:hr@hcontractor.com)  
[www.architecthafeezcontractor.com](http://www.architecthafeezcontractor.com)



# Green Habitat Consultants

202, Bldg. 2, Dhavalgiri CHS, Near Hotel Peace Park, Panvel - 410206

Ref No: EL/2022- 3/PB/APP

Date: 18/06/2022

To,  
Ms. Siddhi Santosh Chavan,  
C-504, Neelkanth Garden, PN 29/5,  
DB Nagar, Thana Naka Road,  
Panvel. 410 206  
Email. siddhi.chavan920@gmail.com

Subject: Appointment Letter – Junior Architect.

Dear Siddhi,

Following your acceptance of the job offer letter which you signed on 18 June 2022, we would like to confirm your appointment with **Green HABITAT Consultants** as a trainee Architect. Your employment is be subject to the terms and conditions listed below:

#### **Starting Date:**

Your starting date is 20 June 2022.

#### **Work Timings**

Your work timings are from 9AM to 6PM, Monday to Friday, and alternate Saturdays.

#### **Probation Period**

You will be on a probation period for the first one month. Upon successfully completing the probation period, your employment will become of a permanent status.

#### **Salary**

Your monthly salary is 12000/- + Performance Allowances – 2000/-

#### **Other Benefits**

Travel Allowances - for travel beyond Mumbai City Limits. – 1500/- per day, if the company is not taking care of travel and stay.

#### **Annual Leave**

You are entitled to 15 days of paid leave per year, after successful completion of first three months. Further information governing your employment can be found in the Employee Policy document.

If you have further questions, please contact me directly.

Congratulations on your appointment and welcome to Green HABITAT Consultants. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,

Ar Reshma Sathe.

**Green HABITAT Consultants.**





CIN:- U74140DL2004PTC124756

GSTN No: 07AACCB3846J1ZM

**ABAXIAL**

DESIGN PVT. LTD.

**Monday, 22<sup>nd</sup> August,2022**

To

**Mr. Akash Laxmandas Tekwani ,**  
4, Pradnya A, Sarada Nagari  
Bid  
Bid Maharashtra – 431122

**Subject: Appointment to the post of “Architect”**

**Dear Akash,**

This has reference to your application and the subsequent interview you had with us. The Management is pleased to appoint you as “**Architect**” with effect from 22-08-2022 in the organisation on the following terms and conditions:

1. **Emoluments:** You shall be eligible for a CTC salary package of **Rs 3,36,000/- (Rupees Three Lac & Thirty Six Thousand only)** annually. The details of the breakup of your salary will be provided to you on your joining.
2. Your job description shall be as briefed to which can be modified by the management at their sole discretion.
3. **Probation Period:** You will be on probation for an initial period of 3 months from the date of your joining which can be extended / reduced at the sole discretion of the management. During the initial period of probation/extended period of probation your services can be terminated by the Company without assigning any reason thereof. It is clearly understood that you will continue to be on probation until unless completion of probation is confirmed in writing by the management.
4. You shall, during the continuation of your services, faithfully, diligently and conscientiously, serve the Company and shall exercise such powers and carry out such functions and duties as may be, from time to time, be entrusted to or conferred on you by the Company. You shall conform to and comply with the directions and instructions given from time to time by the Company in relation to its business or trade, and to the best of your skill and ability serve and promote the interests of the Company. You will follow regulations and guidelines made by the Company and any violation thereof or of any terms and conditions laid down in this will render you liable for disciplinary action which may amount to termination of services merely on account of such violation.
5. You shall not either during or after termination /resignation from the employment divulge, disclose, make known or communicate to any person or persons firms, companies or concerns or yourself make use of any of the scripts or information which you may acquire receive or obtain in relation to the affairs of the Company or any other matters which may come to your knowledge in the course of or by reason of your employment with this Company, except with the prior consent in writing of the Company.
6. You shall not enter the services or employment whether full time or part time, of any other persons or yourself carry on or be interested in any business or profession of vocation during the course of your employment with this Company except with the prior consent in writing of the Company.
7. Any litigation or invoking of any legal and statutory provisions between you and the Company arising out of any matter whatsoever, shall be subject to the jurisdiction of Competent Courts where the registered office of the appointing company falls
8. **Transfer:** Management reserves the right to transfer you at any time and at any other place of work in India or abroad. You shall not have any objection whatsoever for being transferred to any of our existing offices/sites/ plants/ units/ projects etc. or that may come up in future and also transfer you on deputation or otherwise in our Group Companies/ Client Companies either within the country or abroad, as per

requirement of the management from time to time. The terms and conditions of employment applicable at such place of transfer shall automatically become applicable to you.

9. **Leave Entitlement:** You will be entitled to leave in accordance with the rules and regulations of the Company as amended from time to time. Absence for a continuing period of 10 days including absence when on leave though applied for but not granted would make you lose your lien on the service and the Management shall have the right to draw a conclusion that by continued unauthorized absence, you have abandoned your job and that you are not interested in the job.
10. **Travelling Expenses:** The Company's rules relating to reimbursement of travelling expenses will be applicable to you as per policy.
11. **Rules & Regulations:** You will be governed by the rules, regulations and administrative instructions/ orders of the Company as amended from time to time. You shall devote your full time and attention to protect the interests of the Company and shall not engage or participate or be interested or concerned either directly or indirectly in other duties or work or business or profession or occupation of any nature whatsoever either honorary or otherwise without written permission of the management.
12. **Medical Fitness:** Your appointment and continuance of employment in the Company is subject to your being medically fit and the management will have the right to get you examined/ re-examined from a registered medical practitioner appointed and authorised by the Company, whose finding shall be final and binding upon you.
13. **Company's Communication:** You shall inform the management at the time of joining, your present and permanent residential addresses along with phone number if any. In case of any change in the residential address during the course of your employment, it shall be your duty to promptly intimate the same in writing to the management, within seven days from such change. Any communication sent by registered post at your address as intimated by you in writing to the Company from time to time shall be deemed under all circumstances to have been served, irrespective of the fact whether you do or don't in fact receive the said communication.
14. **Resignation/ Termination of employment:** After completion of probation period, the Company reserves the right to terminate your services by giving one (1) month notice in writing or one (1) month pay in lieu thereof. Similarly, should you desire to resign from the services of the Company for any reason whatsoever, you would be required to give one (1) month notice or one (1) month pay in lieu of notice and 7 days notice or 7 days pay in lieu of notice during probation. It may, however, be noted that Company may withhold acceptance of your resignation, in case disciplinary proceedings are pending against you or decision has been taken by the competent authority to initiate disciplinary action against you. You shall work in the best interest of the Company and in the event of separation from us for whatsoever reason; you will not act against the interest of the Company.
15. **Revision of Allowances:** The Company, at its sole discretion may revise any allowance(s), upward or downward, introduce any new allowance and withdraw any existing allowance. However, in all such cases the overall compensation package will be protected by the Company.
16. **Tax Liability:** The taxability of various allowances / reimbursements mentioned above is to be considered in the light of existing tax laws or as amended from time to time. In case any tax is due on any payment made to you, such tax is to your account and the same will be deducted / recovered from your salary. Administration of all perquisites will be from 1st April to 31st March (except for leave and LTA which will be as per calendar year). This year's entitlements will, therefore, be pro-rated accordingly.

It is clarified that the management may at its absolute discretion replace, revise or amend any, or a combination, or all the allowances / reimbursements without any notice to you. Further, any payment to which you may be entitled at any given point in time which, by its nature, is related to your place / country of posting, shall stand withdrawn automatically upon your transfer to any other place / country.

17. **Annual Increment:** Your annual increment will depend on your good and recognised work, sense of discipline, loyalty, good behaviour, punctuality, regularity etc. at the sole discretion of the management. You shall not be eligible for any increment during the first year of your service with the company. The company may however pay a prorated increment to regularise you the annual increment cycle if any.
18. **Undertaking:** You shall undertake and assure the management that, you will comply with the orders of the Company and you shall abide by the rules and regulations of the Company now in vogue or amended in future and also those that will come into force from time to time. You shall not misuse, disclose or divulge to any person or persons any information of the establishment, trade secret or know how of the Company and maintain the utmost "confidentiality", at all times, of information related to the affairs of the Company.
19. **Submission of Documents:** You will be required to produce the last pay certificate & relieving letter from your previous employer along with your original certificates in support of your date of birth, educational qualifications and four passport size colour photographs at the time of joining.
20. a) This appointment has been made considering your suitability for the job offered, which has been determined on the basis of information, testimonials etc. given by you. If before or after your joining the duties it is found that you have given any wrong information or have concealed or with-held any vital information, your services shall be terminated without any notice in addition to any other actions which the management may take against you under law.
- b) In case of gross negligence, insubordination, fraud or any misconduct alleged against you, your services may be terminated without notice or assigning you any reason. This shall be without prejudice to other rights and remedies available with Company under the terms of your employment or otherwise.
- c) Other terms and conditions will be as per Company's HR Policy and various Rules and Regulations, as indicated in the policy and any other Orders in force at the time of your appointment and as may be amended from time to time by the Management.
21. **Acceptance of appointment:** This offer is issued to you in duplicate and in case the terms & conditions of the above offer letter are acceptable to you, please returns the duplicate copy of this offer letter duly signed as a token of your acceptance at the earliest.

We welcome you to the organisation and wish you a long and pleasant association with us.

Thanking you,

Yours truly,

**For Abaxial Design Pvt. Ltd.**

\_\_\_\_\_  
**Authorized Signatory**

**Acceptance and Acknowledgement**

The terms and conditions specified in this offer of appointment are acceptable to me.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_



Dr. VISHWAJIT KADAM M.A.  
B.E. (Comp.), M.B.A., Ph.D.

Shri. V. B. MHETRE / Dr. K. D. JADHAV  
Dr. M. S. SAGARE



# Bharati Vidyapeeth

Bharati Vidyapeeth Bhavan, L.B.S. Marg, Pune - 411 030.

(DONATIONS ARE EXEMPTED FROM INCOME TAX UNDER SECTION 80G)



Dr. PATANGRAO KADAM  
M.A., LL.B., Ph.D.

Ref. No. BV/CO/Admn/7347/2022-2023

Date : 28/07/2022

## ORDER OF APPOINTMENT

**Smt. Gosavi Yogita Kiran**

M. Arch.

201, Shree Ji Residency,  
Second floor, Old Thane  
Naka Road, Panvel.

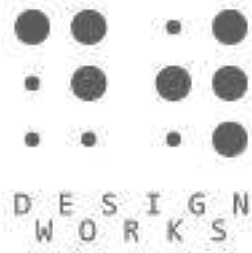
Sir / Madam,

With reference to your application, the undersigned is pleased to inform you that you are hereby appointed for the post of **Assistant Professor in Architecture** in **Bharati Vidyapeeth's College of Architecture Navi Mumbai** with effect from **01/08/2022**.

**You will be paid pay of Rs.15,600/- per month in the pay band of Rs.15600-39100 plus academic grade pay of Rs.6,000/-.**

Your appointment is subject to the following terms and conditions:-

1. Your services will be governed by the rules and regulations of Bharati Vidyapeeth / Bharati Vidyapeeth (Deemed to be University) / Concerned University / State Government / University Grants Commission/ AICTE/ Other Central Government Authorities as may be applicable.
2. Your appointment is for the Academic Year 2022-2023.
3. Your appointment shall be subject to approval by the concerned University, / Director of Technical Education / Director or Joint Director of Higher Education as the case may be.
4. Your appointment is subject to your selection through proper Selection Committee as per University Statutes.
5. Your appointment is subject to the required minimum number of students and the workload prescribed for the post and the subjects assigned to you.
6. It will be mandatory to issue one month's notice or one month's salary in lieu of notice period on either side in case of resignation or termination, within two years.
7. After completion of two years service, it will be mandatory to issue three months' notice or three months' salary in lieu of notice period.
8. The Management reserves the right to amend the terms and conditions of service of this appointment which shall be binding on you.
9. You shall submit the originals as well as certified true copies of certificates / testimonials for verification. You should bring two passport size photographs at the time of joining your duties. It will be presumed that any letter sent by Registered Post Acknowledgement Due (RPAD) on the address mentioned in this appointment letter, shall be deemed to have been acknowledged and duly signed by you.
10. You will submit your report of research activities / seminar and presentation of papers, workshops publications etc., twice in a year, and the same shall be considered by the management for your increments/ promotions and continuation.



Date: May 30th, 2023

Dear Arati,

This is in continuation to the conversations that we have had. We are pleased to offer you the position of **Junior Architect** at DesignWorks. You will work on architecture and interior design engagements and the role will include the following:

- Working along with the team for space planning, concept design and detailed design development.
- Developing tender and construction documentation packages.
- Developing material and procurement schedules.
- Coordinating with the client and contractor teams during the course of the project.

You will be working with the Project Lead and the design and documentation team for each project. You will need to clock in between 45-50 hours of work in a week and work 5 days a week between Monday to Friday.

The date of joining will be June 1st, 2023. Your salary will be INR 21,000/month. Deductions for professional tax and income tax will be applicable as per standard norms.

Please confirm your acceptance of this offer by signing and returning the duplicate copy of this letter.

Thank you,

Ajay Pillai  
Founder, Principal Designer  
DesignWorks

20 june 2023

Dear Aishwarya,

This letter confirms your appointment at **vir.mueller architects** in New Delhi.

This appointment shall commence on 3<sup>rd</sup> July 2023. Your salary on commencement shall be Rs.30,000 per month. The initial 3 months shall be a trial period for your position in the office.

The hours of work shall be 9:30am – 7:00pm from Monday – Friday. We typically do not work on weekends unless there is a critical deadline.

Any major national holidays shall be observed. As a member of the team at vir.mueller architects, you will be expected to participate in all office activities including (but not limited to) drawings (on the Revit and AutoCAD softwares), models and any other project related work. We expect you to work with diligence and integrity, and maintain and uphold the professionalism of our office at all times.

Please note that no work from the studio may be emailed nor duplicated without prior permission from the principals.

Please confirm your acceptance of this offer via e-mail.

We look forward to welcoming you to our studio.

Thanks and regards,



Pankaj Vir Gupta

Director

To

13<sup>th</sup> June 2023

Mr.Kartik Bakade

In response to your interview dated 8<sup>th</sup> June 2023 in VDGA studio, we are pleased to inform you that you have been selected to work in the capacity of Junior Architect in our studio.

Your start date will be 3<sup>rd</sup> July 2023 and monthly salary will be Rs.17000/- (Rupees Seventeen Thousand only) for the probation period of 3 months. Post that, the salary will be Rs.20,000/- (Rupees Twenty thousand only). Please confirm the acceptance of this offer by signing and returning the copy of this letter via mail.

Thanking You,

Yours truly,



Deepak Guggari

Principal Architect  
Studio\_VDGA



5<sup>th</sup> July 2023

To,  
**Ar. Anju Pillai**  
03, Shubhanand Apartment,  
Nandivali Road, Dombivli (E),  
Thane - 421201

**Sub:** Your Offer Letter as a '**Assistant Architect**' in our firm

Ar. Anju,

We are pleased to offer you the position of '**Assistant Architect**' in our firm.

Remuneration will be as discussed with you during the interview. You will be on a 6-month probation period after which on evaluation you will be confirmed. The holidays, leaves etc are as per the current company policy.

We wish you good luck & are positive that you would have a bright future & growth in this firm.

We welcome you & look forward to a long-lasting relationship.

Regards,  
For Sandeep Shikre & Associates

*Vaishali*  
  
Vaishali Pendurkar  
Head - Administration + Contracts

I accept as above.

(Ar. Anju Pillai)





Date: 28.07.2023

## OFFER LETTER

**Ms. Diksha Jain**

201, Grah Rachana Society,

Opp Bank of Maharashtra, Lonavala,

Dist. Pune - 410401.

Dear Diksha,

Subsequent to your interview dated 20.07.2023, we are pleased to offer you the post of **Jr. Architect** in our design firm.

As discussed, your date joining will be 1<sup>st</sup> August 2023. Your detailed appointment letter will be issued after your joining.

Kindly submit a copy of all the relevant documents within a week's time.

Thanking you,

Regards,

Ar. Sanket Jain,

Principal Architect

  
Offer accepted





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## ADMISSION OFFER BASED ON PROVISIONAL MERIT LIST

2 messages

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**CEPT Admissions** <admissions@cept.ac.in>  
To: vedikasacar16@student.mes.ac.in

Mon, 9 Aug, 2021 at 6:11 PM

Dear CHAPADGAONKAR VEDIKA SATISH,

**Application Number: 21212200053**

Congratulations!

A warm welcome to CEPT University!

I am pleased to inform you that on the recommendation of **Faculty of Architecture** you have been provisionally admitted to the two-year **Master's in Landscape Architecture** program.

**You are requested to secure your admission offer\* by paying INR 51,000/- as part tuition fee on or before 8:00 PM, 9th August 2021. Failing to do so, your admission offer will stand cancelled. Request for extension of date for payment of fees will not be entertained under any circumstances. The remaining amount of fees is to be paid as per the Fee schedule mentioned in Annexure 4.**

We are very excited to welcome you to be a part of the CEPT community. As you begin your studies, you will be introduced to a host of new policies and procedures. It will be important for you to remember that email is the official method of communication for the University. Through your new CEPT email address (which you will receive after the completion of the registration), you will receive information regarding your student account and any outstanding fee balances, class schedules, registration timelines and important course information from your instructors. It is your responsibility to check your new CEPT email account frequently and respond appropriately.

Please note that at present your admission is provisional. It is subject to verification of necessary documents and successful completion of academic probation as set forth in the enclosed annexure.

CEPT University has established new benchmarks in the domain of built environment education. The University is continually focused on improving its processes to further the pursuit of excellence. In the present difficult times due to the COVID19 outbreak, the University has decided to take up this challenge rather as an opportunity and move forward with a new way of working. Therefore, it is decided that for Monsoon 2021, a significant portion or the entire semester may be conducted online depending on prevailing COVID situation. This requires the necessary arrangements such as laptop/computer, internet connectivity etc. at your end before the beginning of the semester. Please note that for the Monsoon semester 2021, the studios will be conducted on campus atleast once a week while the mandatory and elective courses will be conducted online. The detailed plan for the coming semester will be shared with you soon.

I wish you good luck and much academic success as you begin a new phase in your career with CEPT University!

Warm wishes,

**Prof. Mona Khakhar**

Head, Admissions

Annexures:

1. Payment Instructions
2. Scholarship Opportunities

3. Refund Policy
4. Fee Schedule
5. Important Instructions for newly admitted students
6. Declaration form

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**VEDIKA S CHAPADGAONKAR** <vedikasacar16@student.mes.ac.in>  
To: Satish Chapadgaonkar <schapadgaonkar@gmail.com>

Mon, 9 Aug, 2021 at 6:38 PM

[Quoted text hidden]



February 9, 2022

ID number: 1225718702

Valid only for 2022 fall

Residency status: International

Vedha Mhapankar  
Parshva Shubh Building, Flat No  
Loyola Church, Vasai-West.  
Vasai MH 401202  
India

Dear Vedha Mhapankar,

Congratulations! I am pleased to inform you of your admission to Arizona State University to study in the Construction Management and Technology (MS) program at the Ira A. Fulton Schools of Engineering, offered at the ASU Tempe campus for the 2022 fall semester.

**Important:** For detailed information regarding I-20 requirements, including necessary forms and deadlines, go to the International Admission Services website at [admission.asu.edu/international/student-visa](https://admission.asu.edu/international/student-visa). To monitor the progress of your I-20, view the I-20 Tracker in [my.asu.edu](https://my.asu.edu).

For MMR immunization requirements, contact Student Health Services at [students.asu.edu/health](https://students.asu.edu/health) or 480-965-8177. Proof of MMR immunization is required before registration for classes is permitted.

To maximize the many resources available to you, please familiarize yourself with My ASU, your personalized online student information and services resource, at [my.asu.edu](https://my.asu.edu). You can access this page by logging in with your new ASURITE User ID and password.

ASU and the Construction Management and Technology (MS) program are committed to assisting you in your exploration of the immense resources and opportunities available to you here. For additional information, you may contact your department at [sebe.advising@asu.edu](mailto:sebe.advising@asu.edu) or at 480-965-0595.

ASU embraces integrity in all scholarships, research and creative endeavors. It is our expectation that you will review and abide by ASU's policies related to academic and research integrity at [provost.asu.edu/academicintegrity](https://provost.asu.edu/academicintegrity) and [researchintegrity.asu.edu](https://researchintegrity.asu.edu).

As a New American University, ASU believes your education should be transformative not only for you, but also for society. I encourage you to learn more about what this means to you by visiting [newamericanuniversity.asu.edu](https://newamericanuniversity.asu.edu). I also recommend you go to [yourfuture.asu.edu/culture](https://yourfuture.asu.edu/culture) to watch a brief video and find out how current students describe the ASU community.

We look forward to you joining the ASU family, and I wish you success in your graduate studies here.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elizabeth A. Wentz'.

Dr. Elizabeth A. Wentz  
Vice Provost and Dean, Graduate College

**Graduate College**

P.O. Box 8701004 Tempe AZ 85287-1004

p: 480-965-7788 f: 480-965-5159 web: [www.graduate.asu.edu](https://www.graduate.asu.edu)



## Final Score Card for Program M. Arch.-2021

**NMIMS Application ID :** BSSAMA-212200003  
**NAME :** Yash Prasanna Wadkar

Notification Number	Merit No.	Preference	Status	Fees Payable (First Year)
600608398	8	M. Arch.	Selected	Rs.565000/-

This offer is subject to fulfilment of eligibility criteria/s as mentioned in the Admission Information Handout.

Registrar  
SVKM's NMIMS

### Admission Offer Letter for M. Arch.-2021

Dear Candidate,

We wish to inform you that, you have been provisionally selected for admission to the Master of Architecture (M Arch) - 2021. Please confirm your acceptance of admission offer within 48 hours by clicking on "Accept offer" under the "Confirm offer" column. In case of any NMIMS Admission related queries (a) Toll Free No.: 18001025138 – Monday to Saturday (7.30 am to 10.00 pm) (except public holidays) (b) Phone Support: 022-42355621 / 5622 / 5624 – Monday to Saturday (9.00 am to 6.00 pm) (except public holidays) (c) Email Support: admissions.bssa@nmims.edu

Please upload all the documents while filling up the e-admission form.

#### Documents required to be uploaded at the time of filling up e-admission form

Sr. No.	Please upload the following documents at the time of filling up e-admission form- <a href="https://nmims.secure.force.com/NMIMS_Admission_Login">https://nmims.secure.force.com/NMIMS_Admission_Login</a>
1	E-admission form: It is mandatory to fill up admission form online.
2	Admission Offer Letter (Compulsory)
3	Aadhaar Card / E-Aadhaar card (Compulsory)
4	SSC Mark-sheet / Certificate (Compulsory)
5	HSC Mark-sheet / Certificate. (Compulsory)
6	Degree Mark-sheet issued by University of all years and all semesters / trimesters. Consolidated marksheet will be entertained only if individual / separate mark sheets are not issued by the Institute / University; In such cases a letter (on letterhead duly signed and stamped by authorised representative) confirming that the affiliated University does not issue separate / individual mark sheet/s would be required to be uploaded (Compulsory). In case of grade points, the candidate should also upload the statement of equivalent marks/percentage duly signed and stamped by competent authority. All passed out students has to upload all marksheets to confirm the eligibility for the programme
7	Degree Certificate / Convocation certificate (Issued by University) (Compulsory) - applicable to candidates who have completed their Graduation – appearing candidates need to upload all available marksheets.
8	Equivalence Certificate from AIU is mandatory for those candidates who have completed their graduation from Overseas.

9	Medical Fitness Certificate (certified by a registered medical practitioner) Format available on website original may be submitted by programme commencement date. A copy is suggested to be uploaded.
10	Learning Disability Certificate (if applicable) may be submitted by program commencement date. The medical certificate of any government authorised agencies would be accepted. For Mumbai campus medical certificate from Sion hospital/Nair hospital would be only accepted.
11	Medical Fitness for Differently abled candidates (if applicable)
12	Migration Certificate: (Original) Applicable for candidates outside Maharashtra, may be submitted by 30th September 2021. Please note that failing to meet this requirement, will result in the cancellation of your studentship and the fees paid will not be refunded.
13	ANNEXURE I AFFIDAVIT BY THE STUDENT
14	ANNEXURE II AFFIDAVIT BY THE PARENT/GUARDIAN
15	UNDERTAKING – I
16	DECLARATION BY CANDIDATE AND PARENT
17	ECONOMICALLY WEAKER SECTION (EWS) (IF APPLICABLE)
18	UNDERTAKING FOR APPEARING CANDIDATE ONLY (MANDATORY)

**Note:**

1	You are requested to confirm your admission by paying fees on approval of admission and receipt of email confirmation and upload the above mentioned documents along with e-admission form - <a href="https://nmims.secure.force.com/NMAT_Admission_Login">https://nmims.secure.force.com/NMAT_Admission_Login</a> within the registration period i.e. between 06.07.2021 to 11.07.2021 for document upload and fee payment up to 13.07.2021 (Candidates are required to carry original documents at the time of commencement for verification with one set of self-attested copies).
2	Payment of tuition fees Rs. 5,65,000/- (First Year) to be paid online as per instruction mentioned in communication. All the candidates note that, of the total the Fees of Rs. 5,65,000/- (First Year), you are requested to pay the Fees less the Study Tour Component of Rs. 80,000/- at the time of taking admissions. The Students will be notified by the NMIMS University regarding the payment of the Study Tour Component of Rs. 80,000/- at a later date.
3	Please note that it is responsibility of the candidate to check whether he/she is eligible to apply for the Program as per the eligibility criteria declared on the website. Your credentials will also be verified by professional verification agency. NMIMS has full right to disqualify a candidate at any stage of admission process, if found ineligible. In such case, the admission of the candidate, even if selected and fees paid, stands cancelled and the fees will be refunded as per prescribed refund rules.
4	Hostel Facility: The Hostel application Portal link will be available on NMIMS website ( <a href="http://www.nmims.edu/students">www.nmims.edu/students</a> ). Interested candidates can apply online for hostel after completing the admission fee payment formalities. On approval of your application and receipt of mail communication for hostel fee payment, please make payment online. The hostel accommodation is on first come first served basis.
5	The last day of submission of all mandatory documents will be 30th September, 2021. Candidates failing to submit mandatory documents (Migration certificate / AIU (If required)) by given date, the admission will get cancelled and the studentship with the Institute / University will be terminated with immediate effect.
6	The admission for above said program is PROVISIONAL, for whose results are not declared / awaited / on-hold and if a student fails or falls short of meeting the eligibility criteria/s in graduation or equivalent examination on declaration of results; then the admission will be cancelled and fees will be refunded as per prescribed refund rule.
7	Please see the important dates and preserve it as a guide. All announcements from the institute will be through its web site: <a href="http://www.nmims.edu">www.nmims.edu</a> and no individual communication will be sent to the candidates. Kindly check website regularly for any updates.
8	NMIMS has full right to disqualify a candidate at any stage of admission process if found ineligible. All disputes under Mumbai jurisdiction only.

**Refund Rules on cancellation of admission:**

**The Schedule of refund of fees will be as follows for M. Arch. - Batch 2021**

Refund Rules: If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution shall follow the following five-tier system for the refund of fees\* remitted by the student.

Sr. No.	Percentage of Refund of Aggregate Fees*	Point of time when notice of withdrawal of admission is received in the Higher Educational Institutions (HEI)
1	100 %	15 days or more before the formally-notified last date of admission (on or before 03.08.2021)
2	90 %	Less than 15 days before the formally-notified last date of admission.(04.08.2021 to 19.08.2021)
3	80 %	15 days or less after the formally-notified last date of admission (20.08.2021 to 03.09.2021)
4	50 %	30 days or less, but more than 15 days, after formally-notified last date of admission (04.09.2021 to 18.09.2021)
5	0 %	More than 30 days after formally-notified last date of admission (19.09.2021 onwards)

In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount. Note: Candidates to refer Important Dates of the respective programme.

The above refund rules are as per University Grants Commission (UGC) notification on Refund of Fees and Non-Retention of Original Certificates.

If you do not upload your documents by 11.07.2021 and pay stipulated fees up to 13.07.2021 it will be presumed that you are not interested in joining the Programme and this offer of admission will stand cancelled automatically.

**Wish you all the Best!**

**Registrar**

**SVKM's NMIMS**

\* This is a computer generated document, does not require signature.

\* This letter can be used for obtaining Bank Loan

\* Please note that it is the responsibility of the candidate to check whether he/she is eligible to apply for the Program as per the eligibility criteria declared on the website. NMIMS has full right to disqualify a candidate at any stage of admission process, if found ineligible.

**Eligibility Criteria:**

1. • Minimum 50% aggregate marks in Bachelor of Architecture degree course or equivalent course recognized by the Council of Architecture. Note: • Candidates appearing for final year are not eligible to apply • Candidates who have cleared their graduation by doing a part-time course or through distance learning, correspondence courses, externally, open school from recognized University are not eligible to apply & register as per UGC guidelines. • Submission of AIU equivalence certificate to confirm the eligibility for the program is mandatory for those candidates who have completed their Under-Graduation from overseas board/ Universities. • Candidate above 30 years of age are not eligible to apply. • For further details, please click on <https://architecture.nmims.edu/docs/M%20Arch%20-%20Instructions%20Handout-20.pdf>



**PUNE**

**NICMAR UNIVERSITY,**

**Offer of admission – Admissions 2023**

Ref.: Admissions 2023 / MBA REUIM / 10

**Registration No.: 3930522**

**Name: MS MHATRE SAAKSHI CHANDRASHEKHAR**

**Address: A-302, Padma manohar chs , Haripandavpath, Uran-400702 .Raigad.,  
Mumbai - 400702, Maharashtra**

**Phone No.: 9833064657 / 9821141123 / 7506637858**

**Email ID: saakshi8283@gmail.com**

**Sub: Offer of admission to the MBA in Real Estate and Urban Infrastructure Management at NICMAR University, Pune (2023-25 Batch).**

Dear Candidate,

With reference to your application and participation in the 'Selection Process for Admission to the MBA Programme - 2023', we are pleased to inform you that you have been selected for admission to MBA in Real Estate and Urban Infrastructure Management (**MBA REUIM**) 2023-25 at **NICMAR University, Pune**.

The offer of admission is subject to:

1. Verification of your graduate degree certificate and all other records (in original) on the basis of which this offer of admission will be validated (including eligibility). Verification of documents will be done after commencement of the programme.
2. The admission will stand cancelled if any of the documents or declarations submitted by you are found incorrect or false.

In case, of carryover of backlog/ATKT, you will be offered the provisional admission and allowed to join the course. However, you are required to clear the backlog with documentation proof in the time specified by NICMAR University, Pune i.e., on or before September 30, 2023. You will also have to furnish all the required academic marksheets / certificates including your bachelor's degree mark sheet by the stipulated time mentioned above. If you fail to clear the backlog within the specified time, you will have to discontinue the course at NICMAR University, Pune.



**Offer of Admission  
Admissions - 2023**

Registration No	<b>3920319</b>
Candidate Name	<b>MS. SHREYA VINOD BANDEKAR</b>
Address	201-pearl Chs, Plot No-160, Sector 19, Ulwe, Navi Mumbai Raigad-410206 Maharashtra
Contact Numbers	8850030145/ 9920252733/ 9969869839
Email ID	bandekar.shree@gmail.com

**Subject : Offer of admission to the MBA in Advanced Project Management at NICMAR University, Pune (2023-25 Batch).**

**Dear SHREYA VINOD BANDEKAR,**

With reference to your application and participation in the 'Selection Process for Admission to the MBA Programme - 2023', we are pleased to inform you that you have been selected for admission to MBA in Advanced Project Management(MBA APM) 2023-25 at NICMAR University, Pune.

The offer of admission is subject to:

1. Verification of your graduate degree certificate and all other records (in original) on the basis of which this offer of admission will be validated (including eligibility). Verification of documents will be done after commencement of the programme.
2. The admission will stand cancelled if any of the documents or declarations submitted by you are found incorrect or false.

In case, of carryover of backlog/ATKT, you will be offered the provisional admission and allowed to join the course. However, you are required to clear the backlog with documentation proof in the time specified by NICMAR University, Pune i.e., on or before September 30, 2023. You will also have to furnish all the required academic marksheets / certificates including your bachelor's degree mark sheet by the stipulated time mentioned above. If you fail to clear the backlog within the specified time, you will have to discontinue the course at NICMAR University, Pune.

**Important Note:** All students are hereby informed that their admission to NICMAR University, Pune is provisional and they need to submit the passing certificate before the first semester examination i.e., on or before September 30, 2023, failing which, they will not be allowed for NICMAR University examination and their admission will be cancelled.

Also, you need to submit the **Migration Certificate** from University and **Leaving Certificate / Transfer Certificate** from College where you have completed the Bachelor's degree, then only you will be issued Post Graduate final mark list and degree by NICMAR University, Pune.

You have to confirm your admission by making the payment of the 1st instalment of fees for the academic year beginning from July 17, 2023, on or before **20th May, 2023**. The details of fees are as follows:

<b>Details</b>	<b>Amount</b>
a. Tuition Fee	Rs. 2,75,000/-
b. Admission Fee	Rs. 5,000/-
c. Security Deposit	Rs. 10,000/-
<b>TOTAL</b>	<b>Rs. 2,90,000/-</b>

**The 1<sup>st</sup> instalment of Rs. 2,90,000/- should be paid on or before 20th May, 2023. Details of payment options are as follows:**

**ØPayment Option 1 – Using Online Payment;** Those who wish to make the payment online, they have to click on button "Proceed for Payment" by using Debit Card / Credit Card / Net banking etc. through the link provided in their NICMAR Admission Login Account.

**ØPayment Option 2 – Using RTGS/NEFT;** Those who wish to make the payment through NEFT/RTGS, may use the following bank details for making the payment. Payment in the form of cheques or cash will not be accepted. **Boarding and Lodging payment is not allowed** through this online transaction details. Boarding and Lodging expenses to be paid after receiving email from Hostel Department.

**NICMAR University, Pune Bank Account Details:**

Account Name: NICMAR University Pune

Bank Name: ICICI Bank Limited

Account No: 007301047281

Account Type: Savings

Branch: Aundh, Pune 411007

IFSC Code: ICIC0000073

**After making the payment of 1st instalment of fees (only for Payment Option 2 – Using RTGS/NEFT), it is mandatory to send the duly filled Microsoft Form for the payment details through the link given below:**

<https://forms.office.com/r/1ufmU8YmhC>

Click the below links for downloading the details:

**'Procedure to make the payment; "Payment Option 1 – Using Online Payment"**

<https://admission.nicmar.ac.in/onlineadmission/pdfs/Procedure%20to%20make%20payment%20of%201st%20Installment%20of%20Tuition%20Fees%20-%202023.pdf>

**'Declaration Form'**

<https://admission.nicmar.ac.in/onlineadmission/pdfs/Declaration%20MBA%20-%202023.pdf>

**'Education Loan Assistance – Details of Educational Loan Partners & few flyers'**

Flyers of Few Educational Loan Partners

<https://admission.nicmar.ac.in/onlineadmission/pdfs/Flyers%20-%20Educational%20Loan%20Partners.pdf>

More Details of Educational Loan Partners

Website Link: <https://www.nicmar.ac.in/pune/admissions#finance>

- The rest of the instalments should be paid as per the schedule mentioned in the fees structure.
- Candidate will receive acknowledgment email after receiving of the 1st instalment of fees.
- Fees once paid are non-transferable on any account.
- This fee does not include expenses incurred on lodging and food.
- **The NICMAR University, Pune strictly follows the rules and regulations for payment and refund of fees. Hence, you are advised to strictly adhere to the relevant provisions of 'Policy for Cancellation of Admission and Refund of Fee'.**

Please refer the link given below for the above mentioned policy:

<https://admission.nicmar.ac.in/onlineadmission/pdfs/Policy%20Cancellation%20of%20Admission%20&%20Refund%20of%20Fee%20-%202023.pdf>

- As a student of NICMAR University, you will abide by the Rules and Regulations of the University, the Guidelines of Academic Administration and University's Code of Conduct for students. You will be required to give an undertaking to that effect before joining the NICMAR University.
- The hostel accommodation within the campus is allotted purely on the first paid, first served basis (on the basis of hostel & food fees received in the NICMAR). However, taking into the account the limited number of rooms available in the campus hostels, students requiring accommodation, who could not be accommodated inside the campus hostels, will be assisted in search of appropriate accommodation in the vicinity of the campus, if requested by the students and subject to availability of such accommodation.
- NICMAR strongly believes in teamwork as a whole, comprising students, faculty and non-teaching staff. We look forward to your joining as a team member in our NICMAR University, Pune family.

**It is mandatory to submit the acceptance of offer of admission before proceeding the payment which is available in your NICMAR Admission Login Account in the result tab.**

The 'Declaration' should be duly signed by you and witnessed by the guardian with their name and signature. The copy of the same should be sent through courier/post to the NICMAR University, Pune within the 7 days of the payment of 1<sup>st</sup> instalment of fees to the following address:

The Dean-Admissions,

NICMAR University, Pune,

25 / 1, Balewadi, N.I.A. Post Office, Pune - 411045, Maharashtra.

• Tel.: 020 - 66859271/270/166/333

• E-mail : [admission@nicmar.ac.in](mailto:admission@nicmar.ac.in) • Website : [www.nicmar.ac.in](http://www.nicmar.ac.in)

Regards,

Dr. Jonardan Koner

Dean-Admissions, Placement & Industry Relations,


NICMAR University, Pune

Note: The NICMAR University, Pune reserves the right to revise any/all of the components of the above policy, including payment schedule and refund policy without prior notice.

# NICMAR University, Pune

Written Test - Admissions - 2023

## ADMIT CARD

Registration No	<b>3920319</b>	
Candidate Name	<b>Ms Shreya Vinod Bandekar</b>	
Mock Test Details	Date : 18-04-2023 Candidate Verification & Mock Test Time : 10.30 a.m. To 12.00 noon	
Written Test Date & Time Details	Test Date : 19-04-2023 Candidate Verification Time : 02.00 p.m. To 02.45 p.m. Test Time : 03.00 p.m. To 05.00 p.m.	



**Northumbria  
University**  
NEWCASTLE

**Admissions**  
**Northumbria University**  
Pandon Building  
Newcastle upon Tyne  
NE2 1XE, UK

14 December 2022

Ms Purva Anil Patil  
A-602 SICILY PARK CHS PLOT NO  
SECTOR NO 12-B BONKODE, KOPAR  
KHAIRANE NAVI MUMBAI 400709 MAHARASHTRA  
INDIA

**Applicant Reference: 23010746**

Dear Ms Patil

**CONDITIONAL OFFER - MSC CONSTRUCTION PROJECT MANAGEMENT WITH BIM**

Thank you for your application for admission to Northumbria University. I am pleased to offer you a **conditional** place on the full time taught programme specified above. Details of your programme, important dates, fees and costs are as follows:

Student Reference Number: 23010746  
Date of Birth: 27/Sep/2000  
Enrolment Date: 18/Sep/2023  
Programme Start Date: 25/Sep/2023  
Programme End Date: 30/Sep/2024  
CAH Code: Not applicable  
Tuition Fee 2023/4 academic year: £19,000  
Total Fee Due 2023/4 academic year: £19,000  
Estimated living cost in Newcastle<sup>1</sup>: £1023 per month

**CONDITIONS**

Your place on the above programme is conditional on you achieving the following:

On successful completion and submission of CMM & Degree certificate from MU in B.Arch with a minimum score of 52% overall.

An Unconditional offer will be sent to you once we receive proof that you have met the conditions of your offer.



## Memorandum of Understanding

Between

Pillai College of Architecture, New Panvel

And

Sahasraarch Design Studio, Kalyan

Thursday, 08 June 2023

Page 1 of 4

This MoU is entered on the 8<sup>th</sup> Day of June 2023 by and between;

**Sahasraarch Design Studio** is an Architecture firm handling various types of architectural and interior design projects having its office at 31,32B, 1<sup>st</sup> Floor, Near Mahaveer Hall, Mahaveer Shopping Center, Agra Road, Shivaji Chawk, Kalyan (W). It is established in 2013 and has a rich tradition of handling varied projects and training architecture interns from various architecture colleges in the region. Under the enthusiastic and young leadership, Sahasraarch Design Studio has successfully handled and completed varied projects.

And

**Pillai College of Architecture, New Panvel** established in the year 1992 recognized by COA, DTE & affiliated to the University of Mumbai. The Institute offers courses in Bachelor of Architecture, Masters of Architecture (Urban Design) and Ph.D. in Architecture. The address of college is Plot No. 10, KM Vasudevan Campus, Sector 16, Panvel, Mumbai, Maharashtra 410206

**Pillai College of Architecture** is committed to the cause of imparting technical education through diverse teaching learning methodologies with the commitment to ensure exceptional industry standards to serve the society.

1. In pursuit to Memorandum of Understanding signed between **Sahasraarch Design Studio**, and **Pillai College of Architecture**, this agreement is entered.
2. To detail areas of cooperation between the parties in areas of Entrepreneurship, Design guidance, start-ups, internship and placement of students.

**Sahasraarch Design Studio** And **Pillai College of Architecture** have mutually discussed and agreed to enter into this agreement as detailed hereinafter.

Now therefore, in consideration of the mutual promises contained herein and other good and valuable consideration the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Pillai College of Architecture** has invited **Sahasraarch Design Studio** to participate under its multiple activities to promote Research, Innovation and Entrepreneurship and skill development for the benefit of students and growth of the institute.
2. Under the program, Ar. Tejas Sahasrabudhe, Principal Architect of **Sahasraarch Design Studio** will guide and orient the students for Design and research process through guest lectures at institute.

Thursday, 08 June 2023

Page 2 of 4

3. Sahasraarch Design Studio will also offer internships to the students of Pillai College of Architecture at Professional Practice Internship requirements by Council of Architecture.
4. Pillai College of Architecture will provide a platform to Sahasraarch Design Studio to conduct interviews and offer placements to the students of the institute which will be mutually beneficial.

#### **Limitation of Liability**

Except as agreed and provided under this agreement, none of the Parties shall be liable to bear or pay any damages arising out of loss of income, loss of profit, special, incidental, indirect, punitive exemplary or consequential, to any party including third parties, and all such damages are expressly disclaimed.

#### **Key Deliverables**

##### **From Sahasraarch Design Studio:**

##### **Lectures and Orientation Sessions:**

One to two seminars / guest lectures on Design and research process for students, First to Final year as applicable depending upon the design topics they are handling.


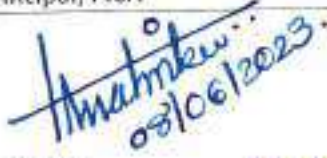
- a) Informative, interactive and enlightening sessions for research and architectural design dealing with various stages of design, from conceptual to final execution of the projects.
- b) Providing internship to students during their semester 7 as a part of Professional Practice as required by University of Mumbai and Council of Architecture.
- c) To appoint interns/trainees/volunteers from the interested students for specific project works as required by Sahasraarch Design Studio.

##### **From Institute:**

- a) Organizing such guest lectures at institute campus depending upon the requirements of syllabus for different semesters.
- b) Providing a platform to Sahasraarch Design Studio to conduct interviews and offer placements to the students of the institute which will be mutually beneficial.

This Agreement is prepared in two originals and each party shall retain one copy. Each copy shall be treated as original when taken separately and shall constitute as one when taken together.

In witness hereof, Sahasraarch Design Studio And Pillai College of Architecture have executed those presently in manner hereinafter mentioned on the 8<sup>th</sup> Day of June 2023 at Pillai College of Architecture valid for a period of **three years** from the mentioned date.

<u>Signed on Behalf Of</u>	
<b>Sahasraarch Design Studio</b> 31,32B, 1 <sup>st</sup> Floor, Near Mahaveer Hall, Mahaveer Shopping Center, Agra Road, Shivaji Chawk, Kalyan (W)	<b>Pillai College of Architecture</b> , New Panvel Dr. K.M.Vasudevan Pillai Campus, Sector 16, New Panvel 410206
Name: Ar. Tejas Sahasrabudhe COA Reg no. <u>CA/2017/85411</u>	Name: Dr. Sudnya Mahimkar Principal, PiCA
	
Signature:	Signature:
Designation: <u>Principal Architect</u>	Designation: <u>Principal</u>

**PRINCIPAL**  
**PILLAI COLLEGE OF ARCHITECTURE**  
Dr. K. Vasudevan Pillai Campus,  
10, Sector-16, New Panvel-410 206.





Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.  
Tel.: 022 2745 6100 / 2745 1700 / 27481764 Fax: 022 2748 3208  
WEB SITE : [www.pica.ac.in](http://www.pica.ac.in) Email: [pica@mes.ac.in](mailto:pica@mes.ac.in), [pica.panvel@gmail.com](mailto:pica.panvel@gmail.com)



## Memorandum of Understanding

Between

**Pillai College of Architecture, New Panvel**

And

**DesignWorks, Sanpada, Navi Mumbai**

Wednesday, 22<sup>nd</sup> June 2022

Page 1 of 4



This MoU is entered on 22nd June 2022 by and between;

**DesignWorks** is an Architecture firm handling various types of architectural and interior design projects having its office at 607, Bhuniraj Costarica, Sector 18, Sanpada, Navi Mumbai - 400705. It has a rich tradition of handling varied projects and training architecture interns from various architecture colleges in the region.

And

**Pillai College of Architecture, New Panvel** established in the year 1992 recognized by COA, DTE & affiliated to the University of Mumbai. The Institute offers courses in Bachelor of Architecture, Masters of Architecture (Urban Design) and Ph.D. in Architecture. The address of college is Plot No. 10, KM Vasudevan Campus, Sector 16, Panvel, Mumbai, Maharashtra 410206

**Pillai College of Architecture** is committed to the cause of imparting technical education through diverse teaching learning methodologies with the commitment to ensure exceptional industry standards to serve the society.

1. In pursuit to Memorandum of Understanding signed between **DesignWorks**, and **Pillai College of Architecture**, this agreement is entered.
2. To detail areas of cooperation between the parties in areas of Entrepreneurship, Design guidance, start-ups, internship and placement of students.

**DesignWorks** And **Pillai College of Architecture** have mutually discussed and agreed to enter into this agreement as detailed hereinafter.

Now therefore, in consideration of the mutual promises contained herein and other good and valuable consideration the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Pillai College of Architecture** has invited **DesignWorks** to participate under its multiple activities to promote Research, Innovation and Entrepreneurship for the benefit of students and growth of the institute.
2. Under the program, Ar. Ajay Pillai, Principal Architect of **DesignWorks** and/or the resource persons from **DesignWorks** will guide and orient the students for Design and research process through guest lectures at institute.

Wednesday, 22<sup>nd</sup> June 2022

Page 2 of 4

Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.

Tel.: 022 2745 6100 / 2745 1700 / 27481764 Fax: 022 2748 3208

WEB SITE www.pica.ac.in Email:pica@mes.ac.in, pica.panvel@gmail.com



4. Pillai College of Architecture will provide a platform to **DesignWorks** to conduct interviews and offer placements to the students of the institute which will be mutually beneficial.

#### Limitation of Liability

Except as agreed and provided under this agreement, none of the Parties shall be liable to bear or pay any damages arising out of loss of income, loss of profit, special, incidental, indirect, punitive exemplary or consequential, to any party including third parties, and all such damages are expressly disclaimed.

#### Key Deliverables

##### From DesignWorks:

##### Lectures and Orientation Sessions:

One to two seminars / guest lectures on Design and research process for students, First to Final year as applicable depending upon the design topics they are handling.

- a) Informative, interactive and enlightening sessions for research and architectural design dealing with various stages of design, from conceptual to final execution of the projects.
- b) Providing internship to students during their semester 7 as a part of Professional Practice as required by University of Mumbai and Council of Architecture.

##### From Institute:

- a) Organizing such guest lectures at institute campus depending upon the requirements of syllabus for different semesters.
- b) Providing a platform to **DesignWorks** to conduct interviews and offer placements to the students of the institute which will be mutually beneficial.

This Agreement is prepared in two originals and each party shall retain one copy. Each copy shall be treated as original when taken separately and shall constitute as one when taken together.

Wednesday, 22<sup>nd</sup> June 2022

Page 3 of 4



In witness hereof, DesignWorks And Pillai College of Architecture have executed those presently in manner hereinafter mentioned on the 22<sup>nd</sup> June 2022 at Pillai College of Architecture valid for a period of **three years** from the mentioned date.

<u>Signed on Behalf Of</u>	
DesignWorks, Navi Mumbai	Pillai College of Architecture, New Panvel
Name: Ar. Ajay Pillai	Name: Dr. Sudnya Mahimkar
Signature:  	Signature: 
Designation: <u>Principal Architect</u>	Designation: <u>Principal</u>



Wednesday, 22<sup>nd</sup> June 2022

Page 4 of 4

Mahatma Education Society's

**PILLAI COLLEGE OF ARCHITECTURE**

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.

Tel.: 022 2745 6100 / 2745 1700 / 27481764 Fax: 022 2748 3208

WEB SITE : [www.pica.ac.in](http://www.pica.ac.in) Email: [pica@mes.ac.in](mailto:pica@mes.ac.in), [pica.panvel@gmail.com](mailto:pica.panvel@gmail.com)



**Memorandum of Understanding**

**Between**

**Pillai College Of Architecture, New Panvel**

**And**

**ROLINS ARCOUSTICS LLP Mumbai**

Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.  
Tel.: 022 2745 6100 /2745 1700 / 27481764 Fax: 022 2748 3208  
WEB SITE : www.pica.ac.in Email:pica@mes.ac.in, pica.panvel@gmail.com



This MoU is entered on the 15<sup>th</sup> Day of June 2022 by and between;

**ROLINS ARCOUSTICS LLP.** Is an Acoustics & Design Firm which deals with various architectural & interior projects represented by Mr. Rolins Thomas Roy . having its office ROLINS ARCOUSTICS LLP ,Unit-03, First Floor, Sector 9 Shopping Complex CBD Belapur Navi-Mumbai.

**And**

**Pillai College of Architecture, New Panvel** established in the year 1992 recognized by COA, DTE & affiliated to the University of Mumbai. The Institute offers courses in Bachelor of Architecture, Masters of Architecture (Urban Design) and Ph.D. in Architecture. The address of college is Plot.No.10, KM Vasudevan Campus, Sector 16, Panvel, Mumbai, Maharashtra 410206.

**Pillai College of Architecture** is committed to the cause of imparting technical education through diverse teaching learning methodologies with the commitment to ensure exceptional industry standards to serve the society.

1. In pursuit to Memorandum of Understanding signed between **ROLINS ARCOUSTICS LLP** and **PILLAI COLLEGE OF ARCHITECTURE**, this agreement is entered.
2. To detail areas of cooperation between the parties in areas of Career guidance, overseas education and scholarship assistance of students.

**ROLINS ARCOUSTICS LLP** AND **PILLAI COLLEGE OF ARCHITECTURE** have mutually discussed and agreed to enter into this agreement as detailed hereinafter.

Now therefore, in consideration of the mutual promises contained herein and other good and valuable consideration the receipt of which is hereby acknowledged, the parties agree as follows:

1. Considering the experience and knowledge of **ROLINS ARCOUSTICS LLP.** experts with respect to the above subject of building services, PiCA will arrange for the expert lectures and/or workshops once or twice a year for its students who will be benefitted by the knowledge of such experts and apply the same in their building designs.

Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.  
Tel.: 022 2745 6100 /2745 1700 / 27481764 Fax: 022 2748 3208  
WEB SITE : www.pica.ac.in Email:pica@mes.ac.in, pica.panvel@gmail.com



2. ROLINS ARCOUSTICS LLP. is engaged in Student Outreach program with the aim of making the next generation aware of new techniques and prepare them for the better future and this MoU will serve as an effort towards such program. PiCA will provide ROLINS ARCOUSTICS LLP a platform to reach students, interact and integrate the received knowledge into their practice.
  
3. Depending upon the project availability ROLINS ARCOUSTICS LLP. will provide an opportunity to students of field visits for the purpose of learning various building services.

**PiCA**

1. PiCA agrees to provide a platform to the officers of ROLINS ARCOUSTICS LLP. for presentation/ lecture on Building Services and its application in architectural planning once or twice as found suitable by both the parties, in a year for which the MoU is in force.
2. PiCA agrees to use the information / data generated through the site visits or projects which PiCA students have visited or worked on, only for academic purpose and shall not claim the ownership of the same.

This Agreement is prepared in two originals and each party shall retain one copy. Each copy shall be treated as original when taken separately and shall constitute as one when taken together.

In witness hereof, ROLINS ARCOUSTICS LLP. And Pillai College of Architecture have executed those presently in manner hereinafter mentioned on the 15<sup>th</sup> Day of June 2022 at **Pillai College of Architecture** valid for a period of two years from the mentioned date.

Mahatma Education Society's




# PILLAI COLLEGE OF ARCHITECTURE

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.

Tel.: 022 2745 6100 / 2745 1700 / 27481764 Fax: 022 2748 3208

WEB SITE : [www.pica.ac.in](http://www.pica.ac.in) Email: [pica@mes.ac.in](mailto:pica@mes.ac.in), [pica.panvel@gmail.com](mailto:pica.panvel@gmail.com)



<u>Signed on Behalf Of</u>	
ROLINS ARCOUSTICS LLP	Pillai College of Architecture, New Panvel
Name: Mr. Rolins Thomas Roy	Name: Dr. Sudnya Mahimkar
Signature: 	Signature: 
Designation: <u>Partner   CEO</u>	Designation: <u>Principal</u>
	<b>PRINCIPAL</b> PILLAI COLLEGE OF ARCHITECTURE Dr. K. M. Vasudevan Pillai Campus, 10, Sector-16, New Panvel-410 206.

FOR ROLINS ARCOUSTICS LLP

  
Designated Partner







## Memorandum of Understanding

Between

Pillai College of Architecture, New Panvel

And

Paradigm Shift Design Lab, Dombivli

Tuesday, 12 January 2021

Page 1 of 4

This MoU is entered on the 12<sup>th</sup> Day of January 2021 by and between;

**Paradigm Shift Design Lab** is an Architecture firm handling various types of architectural, interior, furniture and product design projects having its office at "Prathamesh" Devendra C.H.S., Near Manjunath tower, V. P. Road, Dombivli (E), Pin 421201. Under the enthusiastic and young leadership, Paradigm Shift Design Lab has successfully handled and completed varied projects.

And

**Pillai College of Architecture, New Panvel** established in the year 1992 recognized by CDA, DTE & affiliated to the University of Mumbai. The institute offers courses in Bachelor of Architecture, Masters of Architecture (Urban Design) and Ph.D. in Architecture. The address of college is Plot No.10, KM Vasudevan Campus, Sector 16, Panvel, Mumbai, Maharashtra 410206

**Pillai College of Architecture** is committed to the cause of imparting technical education through diverse teaching learning methodologies with the commitment to ensure exceptional industry standards to serve the society.

1. In pursuit to Memorandum of Understanding signed between **Paradigm Shift Design Lab**, and **Pillai College of Architecture**, this agreement is entered.
2. To detail areas of cooperation between the parties in areas of Entrepreneurship, Design guidance, start-ups.

**Paradigm Shift Design Lab** And **Pillai College of Architecture** have mutually discussed and agreed to enter into this agreement as detailed hereinafter.

Now therefore, in consideration of the mutual promises contained herein and other good and valuable consideration the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Pillai College of Architecture** has invited **Paradigm Shift Design Lab** to participate under its multiple activities to promote Research, Innovation and Entrepreneurship and skill development for the benefit of students and growth of the institute.
2. Under the program, Ar. Shreya Ghatge, Principal Architect of **Paradigm Shift Design Lab** will guide and orient the students for Design and research process through guest lectures and workshops at institute.

Tuesday, 12 January 2021

Page 2 of 4

3. Pillai College of Architecture will provide a platform to Paradigm Shift Design Lab to conduct expert lectures, presentations and various workshops for the students of the institute which will be mutually beneficial.

#### Limitation of Liability

Except as agreed and provided under this agreement, none of the Parties shall be liable to bear or pay any damages arising out of loss of income, loss of profit, special, incidental, indirect, punitive, exemplary or consequential, to any party including third parties, and all such damages are expressly disclaimed.

#### Key Deliverables

##### From Paradigm Shift Design Lab:

##### Lectures and Orientation Sessions:

One to two seminars / guest lectures/ Workshops on Design and research process/ Parametrics for students, First to Final year as applicable depending upon the design topics they are handling.

Informative, interactive and enlightening sessions for research, design, digital skills development, etc. shall be conducted by Paradigm Shift Design Lab as and when deemed necessary by the Institute.

##### From Institute:

- a) Organizing such guest lectures/ workshops at institute campus depending upon the requirements of syllabus for different semesters.
- b) Providing a platform to Paradigm Shift Design Lab to conduct interviews and offer placements to the students of the institute which will be mutually beneficial.
- c) To appoint interns/trainees from the interested students for specific project works as required by Paradigm Shift Design Lab.

This Agreement is prepared in two originals and each party shall retain one copy. Each copy shall be treated as original when taken separately and shall constitute as one when taken together.

In witness hereof, Paradigm Shift Design Lab And Pillai College of Architecture have executed those presently in manner hereinafter mentioned on the 12<sup>th</sup> Day of January 2021 at Pillai College of Architecture valid for a period of five years from the mentioned date.

<u>Signed on Behalf Of</u>	
<b>Paradigm Shift Design Lab, Dombivli</b> "Prathamesh" Devendra C.H.S., Near Manjunath tower, V. P. Road, Dombivli (E), Pin 421201	<b>Pillai College of Architecture, New Panvel</b> Dr. K.M.Vasudevan Pillai Campus, Sector 17, New Panvel-410206
Name: Ar. Shreya Ghatge COA Regl. CA/2017/85769	Name: Dr. Sudnya Mahimkar Principal, PICA
	
Signature: <b>Paradigm Shift Design Lab</b>	Signature: <b>PRINCIPAL</b>
Designation: <u>Principal Architect</u>	Designation: <u>Principal</u> <b>PILLAI COLLEGE OF ARCHITECTURE</b>

**Partner**

**Dr. K. M. Vasudevan Pillai Campus,  
10, Sector-16, New Panvel-410 206.**



Tuesday, 12 January 2021

Page 4 of 4

This Agreement is prepared in two originals and each party shall retain one copy. Each copy shall be treated as original when taken separately and shall constitute as one when taken together.

In witness hereof, Paradigm Shift Design Lab And Pillai College of Architecture have executed those presently in manner hereinafter mentioned on the 12<sup>th</sup> Day of January 2021 at Pillai College of Architecture valid for a period of five years from the mentioned date.

<u>Signed on Behalf Of</u>	
<b>Paradigm Shift Design Lab, Dombivli</b> "Prathamesh" Devendra C.H.S., Near Manjunath tower, V. P. Road, Dombivli (E), Pin 421201	<b>Pillai College of Architecture, New Panvel</b> Dr. K.M.Vasudevan Pillai Campus, Sector 17, New Panvel-410206
Name: Ar. Shreya Ghatge COA Regl. CA/2017/85769	Name: Dr. Sudnya Mahimkar Principal, PICA
 Signature: _____	 Signature: _____
Designation: <u>Principal Architect</u>	Designation: <u>Principal</u>

**Paradigm Shift Design Lab**

**Partner**

**PRINCIPAL**  
**PILLAI COLLEGE OF ARCHITECTURE**  
Dr. K. M. Vasudevan Pillai Campus,  
10, Sector-16, New Panvel-410 206.



Tuesday, 12 January 2021

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Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.  
Tel.: 022 2745 6100 / 2745 1700 / 27481764 Fax: 022 2748 3208  
WEB SITE : [www.pica.ac.in](http://www.pica.ac.in) Email: [pica@mes.ac.in](mailto:pica@mes.ac.in), [pica.panvel@gmail.com](mailto:pica.panvel@gmail.com)



## **Memorandum of Understanding**

**Between**

**Pillai College of Architecture, New Panvel**

**And**

**Dhumal and Associates, New Panvel**

Friday, 05 August 2022

Page 1 of 4

Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.  
Tel.: 022 2745 6100 / 2745 1700 / 27481764 Fax: 022 2748 3208  
WEB SITE : www.pica.ac.in Email:pica@mes.ac.in, pica.panvel@gmail.com



This MoU is entered on the 5<sup>th</sup> Day of August 2022 by and between;

**Dhumal and Associates** is an Architecture firm handling various types of architectural and interior design projects having its office at Road No 3, Plot No 22, New Panvel, Mumbai 410206. It is established in 1996 and has a rich tradition of handling varied projects and training architecture interns from various architecture colleges in the region.

And

**Pillai College of Architecture, New Panvel** established in the year 1992 recognized by COA, DTE & affiliated to the University of Mumbai. The Institute offers courses in Bachelor of Architecture, Masters of Architecture {Urban Design} and Ph.D. in Architecture. The address of college is Plot.No.10, KM Vasudevan Campus, Sector 16, Panvel, Mumbai, Maharashtra 410206

**Pillai College of Architecture** is committed to the cause of imparting technical education through diverse teaching learning methodologies with the commitment to ensure exceptional industry standards to serve the society.

1. In pursuit to Memorandum of Understanding signed between **Dhumal and Associates**, and **Pillai College of Architecture**, this agreement is entered.
2. To detail areas of cooperation between the parties in areas of Entrepreneurship, Design guidance, start-ups, internship and placement of students.

**Dhumal and Associates** And **Pillai College of Architecture** have mutually discussed and agreed to enter into this agreement as detailed hereinafter.

Now therefore, in consideration of the mutual promises contained herein and other good and valuable consideration the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Pillai College of Architecture** has invited **Dhumal and Associates** to participate under its multiple activities to promote Research, Innovation and Entrepreneurship for the benefit of students and growth of the institute.
2. Under the program, Ar. Vikram dhumal, Principal Architect of **Dhumal and Associates** will guide and orient the students for Design and research process through guest lectures at institute.

Friday, 05 August 2022

Page 2 of 4

Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.  
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WEB SITE : www.pica.ac.in Email:pica@mes.ac.in, pica.panvel@gmail.com



3. Dhumal and Associates will also offer internships to the students of Pillai College of Architecture at Professional Practice Internship requirements by Council of Architecture.
4. Pillai College of Architecture will provide a platform to Dhumal and Associates to conduct interviews and offer placements to the students of the institute which will be mutually beneficial.

#### **Limitation of Liability**

Except as agreed and provided under this agreement, none of the Parties shall be liable to bear or pay any damages arising out of loss of income, loss of profit, special, incidental, indirect, punitive exemplary or consequential, to any party including third parties, and all such damages are expressly disclaimed.

#### **Key Deliverables**

##### **From Dhumal and Associates:**

##### **Lectures and Orientation Sessions:**

One to two seminars / guest lectures on Design and research process for students, First to Final year as applicable depending upon the design topics they are handling.

- a) Informative, interactive and enlightening sessions for research and architectural design dealing with various stages of design, from conceptual to final execution of the projects.
- b) Providing Internship to students during their semester 7 as a part of Professional Practice as required by University of Mumbai and Council of Architecture.

##### **From Institute:**

- a) Organizing such guest lectures at institute campus depending upon the requirements of syllabus for different semesters.
- b) Providing a platform to Dhumal and Associates to conduct interviews and offer placements to the students of the institute which will be mutually beneficial.

Friday, 05 August 2022

Page 3 of 4




Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**

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WEB SITE : www.pica.ac.in Email:pica@mes.ac.in, pica.panvel@gmail.com



This Agreement is prepared in two originals and each party shall retain one copy. Each copy shall be treated as original when taken separately and shall constitute as one when taken together.

In witness hereof, Dhumal and Associates And Pillai College of Architecture have executed those presently in manner hereinafter mentioned on the 5<sup>th</sup> Day of August 2022 at **Pillai College of Architecture** valid for a period of **three years** from the mentioned date.

<u>Signed on Behalf Of</u>	
Dhumal and Associates, Mumbai	Pillai College of Architecture, New Panvel
Name: Ar. Vikram Dhumal	Name: Dr. Sudnya Mahimkar
Signature: 	Signature: 
Designation: <u>Principal Architect</u>	Designation: <u>Principal</u>



Friday, 05 August 2022

**PRINCIPAL**  
**PILLAI COLLEGE OF ARCHITECTURE**  
Dr. K. M. Vasudevan Pillai Campus,  
10, Sector-16, New Panvel-410 206.



Page 4 of 4



## **Memorandum of Understanding**

Between

**Pillai College of Architecture, New Panvel**

And

**Era Architects, Mumbai**

Friday, 05 August 2022

Page 1 of 4

**This MoU is entered on the 5<sup>th</sup> Day of August 2022 by and between;**

**Era Architects** is an Architecture firm handling architectural and interior design projects having its office at 501, 5th Floor, Om Prakash Arcade, Near Ambedkar Garden, Chembur, Mumbai, Maharashtra 400071. It was established in 1999 and has a rich tradition of handling varied projects in the areas of Hotels, Cinema Screens, Shopping Malls, Exhibition Design etc. in 33 countries of the world; and training architecture interns from various architecture colleges in the region.

**And**

**Pillai College of Architecture, New Panvel** established in the year 1992 recognized by COA, DTE & affiliated to the University of Mumbai. The Institute offers courses in Bachelor of Architecture, Masters of Architecture (Urban Design) and Ph.D. in Architecture. The address of college is Plot No. 10, KM Vasudevan Campus, Sector 16, Panvel, Mumbai, Maharashtra 410206

**Pillai College of Architecture** is committed to the cause of imparting technical education through diverse teaching learning methodologies with the commitment to ensure exceptional industry standards to serve the society.

1. In pursuit to Memorandum of Understanding signed between **Era Architects**, and **Pillai College of Architecture**, this agreement is entered.
2. To detail areas of cooperation between the parties in areas of Entrepreneurship, Design guidance, start-ups, internship and placement of students.

**Era Architects And Pillai College of Architecture** have mutually discussed and agreed to enter into this agreement as detailed hereinafter.

Now therefore, in consideration of the mutual promises contained herein and other good and valuable consideration the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Pillai College of Architecture** has invited **Era Architects** to participate under its multiple activities to promote Research, Innovation and Entrepreneurship for the benefit of students and growth of the institute.
2. Under the program, Ar. Eranna Yekbote, Principal Architect of **Era Architects** will guide and orient the students for Design and research process through guest lectures at institute.

3. Era Architects will also offer internships to the students of Pillai College of Architecture at Professional Practice Internship requirements by Council of Architecture.
4. Pillai College of Architecture will provide a platform to Era Architects to conduct interviews and offer placements to the students of the institute which will be mutually beneficial.

#### **Limitation of Liability**

Except as agreed and provided under this agreement, none of the Parties shall be liable to bear or pay any damages arising out of loss of income, loss of profit, special, incidental, indirect, punitive exemplary or consequential, to any party including third parties, and all such damages are expressly disclaimed.

#### **Key Deliverables**

##### **From Era Architects:**

##### **Lectures and Orientation Sessions:**

One to two seminars / guest lectures on Design and research process for students, First to Final year as applicable depending upon the design topics they are handling.

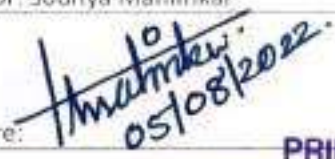
- a) Informative, interactive and enlightening sessions for research and architectural design dealing with various stages of design, from conceptual to final execution of the projects.
- b) Providing internship to students during their semester 7 as a part of Professional Practice as required by University of Mumbai and Council of Architecture.

##### **From Institute:**

- a) Organizing such guest lectures at institute campus depending upon the requirements of syllabus for different semesters.
- b) Providing a platform to Era Architects to conduct interviews and offer placements to the students of the institute which will be mutually beneficial.

This Agreement is prepared in two originals and each party shall retain one copy. Each copy shall be treated as original when taken separately and shall constitute as one when taken together.

In witness hereof, Era Architects And Pillai College of Architecture have executed those presently in manner hereinafter mentioned on the 5<sup>th</sup> Day of August 2022 at Pillai College of Architecture valid for a period of **three years** from the mentioned date.

<u>Signed on Behalf Of</u>	
<b>Era Architects, Mumbai</b>	<b>Pillai College of Architecture, New Panvel</b>
Name: Ar. Eranna Yekbote	Name: Dr. Sudnya Mahimkar
Signature:  05/08/2022	Signature:  05/08/2022
Designation: <u>Principal Architect</u>	Designation: <u>Principal</u> <b>PRINCIPAL PILLAI COLLEGE OF ARCHITECTURE Dr. K. M. Vasudevan Pillai Campus, 10, Sector-16, New Panvel-410 206.</b>





## Memorandum of Understanding

Between

Pillai College of Architecture, New Panvel

And

Design Infinity, Kalyan

Monday, 06 June 2022

Page 1 of 4

This MoU is entered on the 6<sup>th</sup> Day of June 2022 by and between;

**Design Infinity** is an Architecture firm running in partnership, handling various types of architectural and interior design projects having its office at Shop No.2, Mayurban Co.Op Society, Rambuag, Kalyan, Thane-421301, Maharashtra, India.

And

**Pillai College of Architecture, New Panvel** established in the year 1992 recognized by COA, DTE & affiliated to the University of Mumbai. The Institute offers courses in Bachelor of Architecture, Masters of Architecture (Urban Design) and Ph.D. in Architecture. The address of college is Plot.No.10, KM Vasudevan Campus, Sector 16, Panvel, Mumbai, Maharashtra 410206

**Pillai College of Architecture** is committed to the cause of imparting technical education through diverse teaching learning methodologies with the commitment to ensure exceptional industry standards to serve the society.

1. In pursuit to Memorandum of Understanding signed between **Design Infinity** and **Pillai College of Architecture**, this agreement is entered.
2. To detail areas of cooperation between the parties in areas of Entrepreneurship, Design guidance, start-ups, internship and placement of students.

**Design Infinity** And **Pillai College of Architecture** have mutually discussed and agreed to enter into this agreement as detailed hereinafter.

Now therefore, in consideration of the mutual promises contained herein and other good and valuable consideration the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Pillai College of Architecture** has invited **Design Infinity** to participate under its multiple activities to promote Research, Innovation and Entrepreneurship for the benefit of students and growth of the institute.
2. Under the program, Ar. Yogesh Patil, Principal Architect of **Design Infinity** will guide and orient the students for Design and research process through guest lectures at institute.
3. Design Infinity will also offer internships to the students of Pillai College of Architecture at Professional Practice Internship requirements by Council of Architecture.
4. Pillai College of Architecture will provide a platform to Design Infinity to conduct interviews and offer placements to the students of the institute which will be mutually beneficial.

### Limitation of Liability

Except as agreed and provided under this agreement, none of the Parties shall be liable to bear or pay any damages arising out of loss of income, loss of profit, special, incidental, indirect, punitive exemplary or consequential, to any party including third parties, and all such damages are expressly disclaimed.

### Key Deliverables

From Design Infinity:

Lectures and Orientation Sessions:

One to two seminars / guest lectures on Design and research process for students, First to Final year as applicable depending upon the design topics they are handling.

- a) Informative, interactive and enlightening sessions for research and architectural design dealing with various stages of design, from conceptual to final execution of the projects
- b) Providing internship to students during their semester 7 as a part of Professional Practice as required by University of Mumbai and Council of Architecture.

From Institute:

- a) Organizing such guest lectures at institute campus depending upon the requirements of syllabus for different semesters.
- b) Providing a platform to Design Infinity to conduct interviews and offer placements to the students of the institute which will be mutually beneficial.

This Agreement is prepared in two originals and each party shall retain one copy. Each copy shall be treated as original when taken separately and shall constitute as one when taken together.

In witness hereof, Design Infinity And Pillai College of Architecture have executed those presently in manner hereinafter mentioned on the 6<sup>th</sup> Day of June 2022 at **Pillai College of Architecture** valid for a period of five years from the mentioned date.

Monday, 06 June 2022

Page 3 of 4



<u>Signed on Behalf Of</u>	
Design Infinity, Kalyan	Pillai College of Architecture, New Panvel
Name: Ar. Yogesh Patil Registration No.: CA/2015/72398	Name: Dr. Sudnya Mahirkar
Signature:  or DESIGN INFINITY	Signature:  06/06/2022
Designation: <u>Principal Architect</u> Partners	Des <b>PRINCIPAL</b> <b>PILLAI COLLEGE OF ARCHITECTURE</b> Dr. K. M. Vasudevan Pillai Campus, 10, Sector-16, New Panvel-410 206.



## Memorandum of Understanding

Between

**Pillai College of Architecture, New Panvel**

And

**CannonDesign, Mumbai**

Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah, India 410 206  
Tel.: 022 2745 6100 / 2745 1700 / 27481764 Fax: 022 2748 3208  
WEB SITE : www.pica.ac.in Email:pica@mes.ac.in, pica.panvel@gmail.com



This MoU is entered on 15<sup>th</sup> Nov 2022 by and between;

**CannonDesign, Mumbai** is an Architecture firm handling various types of architectural and interior design projects having its office at **Everest Grande, Mahakali Caves Road, Andheri(E) Mumbai – 400093**. It has a rich tradition of handling varied projects and training architecture interns from various architecture colleges throughout the country.

**And**

**Pillai College of Architecture, New Panvel** established in the year 1992 recognized by COA, DTE & affiliated to the University of Mumbai. The institute offers courses in Bachelor of Architecture, Masters of Architecture (Urban Design) and Ph.D. in Architecture. The address of college is Plot No.10, KM Vasudevan Campus, Sector 16, Panvel, Mumbai, Maharashtra 410206

**Pillai College of Architecture** is committed to the cause of imparting technical education through diverse teaching learning methodologies with the commitment to ensure exceptional industry standards to serve the society.

1. In pursuit to Memorandum of Understanding signed between **CannonDesign, Mumbai** and **Pillai College of Architecture**, this agreement is entered.
2. To detail areas of cooperation between the parties in areas of Entrepreneurship, Design guidance, start-ups, internship and placement of students.

**CannonDesign, Mumbai** And **Pillai College of Architecture** have mutually discussed and agreed to enter into this agreement as detailed hereinafter.

Now therefore, in consideration of the mutual promises contained herein and other good and valuable consideration the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Pillai College of Architecture** has invited **CannonDesign, Mumbai** to participate under its multiple activities to promote Research, Innovation and Entrepreneurship for the benefit of students and growth of the institute.
2. Under the program, **Yogesh Jog, Senior Vice President, Office practice leader of CannonDesign, Mumbai** and/or the resource persons from **CannonDesign, Mumbai** will guide and orient the students for Design and research process through guest lectures at institute.

Tuesday, 15<sup>th</sup> November 2022

Page 2 of 4

Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.

Tel.: 022 2745 6100 / 2745 1700 / 27481764 Fax: 022 2748 3208

WEB SITE : www.pica.ac.in Email: pica@mes.ac.in, pica.panvel@gmail.com



3. **CannonDesign, Mumbai** can also offer internships to the students of Pillai College of Architecture at Professional Practice Internship requirements by Council of Architecture.
4. Pillai College of Architecture will provide a platform to **CannonDesign, Mumbai** to conduct interviews and offer placements to the students of the institute which will be mutually beneficial.

#### Limitation of Liability

Except as agreed and provided under this agreement, none of the Parties shall be liable to bear or pay any damages arising out of loss of income, loss of profit, special, incidental, indirect, punitive exemplary or consequential, to any party including third parties, and all such damages are expressly disclaimed.

#### Key Deliverables

##### From CannonDesign, Mumbai.:

##### Lectures and Orientation Sessions:

One to two seminars / guest lectures on Design and research process for students, First to Final year as applicable depending upon the design topics they are handling.

- a) Informative, interactive and enlightening sessions for research and architectural design dealing with various stages of design, from conceptual to final execution of the projects.
- b) Can provide internship opportunity to students during their semester 7 as a part of Professional Practice as required by University of Mumbai and Council of Architecture.

##### From Institute:

- a) Organizing such guest lectures at institute campus depending upon the requirements of syllabus for different semesters.
- b) Providing a platform to **CannonDesign, Mumbai** to conduct interviews and offer placements to the students of the institute which will be mutually beneficial.

Tuesday, 15<sup>th</sup> November 2022

Page 3 of 4



Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.  
Tel.: 022 2745 6100 / 2745 1700 / 27481764 Fax: 022 2748 3208  
WEB SITE : www.pica.ac.in Email:pica@mes.ac.in, pica.panvel@gmail.com



This Agreement is prepared in two originals and each party shall retain one copy. Each copy shall be treated as original when taken separately and shall constitute as one when taken together.

In witness hereof, CannonDesign, Mumbai And Pillai College of Architecture have executed those presently in manner hereinafter mentioned on the 15<sup>th</sup> November 2022 at Pillai College of Architecture valid for a period of three years from the mentioned date.

<u>Signed on Behalf Of</u>	
CannonDesign, Mumbai.	Pillai College of Architecture, New Panvel
Name: Mr. Yogesh Jog	Name: Dr. Sudnya Mahimkar
Signature: 	Signature: 
Designation: <u>Office Practice Leader</u>	Designation: <u>Principal</u>

**PRINCIPAL**  
**PILLAI COLLEGE OF ARCHITECTURE**  
Dr. K. M. Vasudevan Pillai Campus,  
10, Sector-16, New Panvel-410 206.



Tuesday, 15<sup>th</sup> November 2022

Page 4 of 4

Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.  
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WEB SITE : [www.pica.ac.in](http://www.pica.ac.in) Email: [pica@mes.ac.in](mailto:pica@mes.ac.in), [pica.panvel@gmail.com](mailto:pica.panvel@gmail.com)



## Memorandum of Understanding

Between

**Pillai College of Architecture, New Panvel**

And

**PMA Architects, Panvel**

Monday, 10 July 2023

Page 1 of 4

This MoU is entered on the 10<sup>th</sup> Day of July 2023 by and between;

**PMA Architects** is an Architecture firm handling various types of architectural and interior design projects located at Office No.02A wing, Yashokiran CHS, Panvel, Mumbai 410206. It is established in 2012 and has a rich tradition of handling varied projects and training architecture interns from various architecture colleges in the region.

And

**Pillai College of Architecture, New Panvel** established in the year 1992 recognized by COA, DTE & affiliated to the University of Mumbai. The Institute offers courses in Bachelor of Architecture, Masters of Architecture (Urban Design) and Ph.D. in Architecture. The address of college is Plot No.10, KM Vasudevan Campus, Sector 16, Panvel, Mumbai, Maharashtra 410206

**Pillai College of Architecture** is committed to the cause of imparting technical education through diverse teaching learning methodologies with the commitment to ensure exceptional industry standards to serve the society.

1. In pursuit to Memorandum of Understanding signed between **PMA Architects**, and **Pillai College of Architecture**, this agreement is entered.
2. To detail areas of cooperation between the parties in areas of Entrepreneurship, Design guidance, start-ups, internship and placement of students.

**PMA Architects** And **Pillai College of Architecture** have mutually discussed and agreed to enter into this agreement as detailed hereinafter.

Now therefore, in consideration of the mutual promises contained herein and other good and valuable consideration the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Pillai College of Architecture** has invited **PMA Architects** to participate under its multiple activities to promote Research, innovation and Entrepreneurship for the benefit of students and growth of the institute.
2. Under the program, Ar. Parag Mehetar, Principal Architect & Ar. Mayuri Deshmukh, Associate Architect of **PMA Architects** offer internships to the students of Pillai College of Architecture at Professional Practice Internship requirements by Council of Architecture.

Monday, 10 July 2023

3. Pillai College of Architecture will provide a platform to **PMA Architects** to conduct interviews and offer placements to the students of the institute which will be mutually beneficial.

#### **Limitation of Liability**

Except as agreed and provided under this agreement, none of the Parties shall be liable to bear or pay any damages arising out of loss of income, loss of profit, special, incidental, indirect, punitive, exemplary or consequential, to any party including third parties, and all such damages are expressly disclaimed.

#### **Key Deliverables**

##### **From PMA Architects:**

##### **Lectures and Orientation Sessions:**

One to two seminars / guest lectures on Design and research process for students, First to Final year as applicable depending upon the design topics they are handling.

- a) Informative, interactive and enlightening sessions for research and architectural design dealing with various stages of design, from conceptual to final execution of the projects.
- b) Providing internship to students during their semester 7 as a part of Professional Practice as required by University of Mumbai and Council of Architecture.
- c) To appoint interns/trainees/volunteers from the interested students for specific project works as required by PMA Architects.

##### **From Institute:**

- a) Providing a platform to PMA Architects to conduct interviews and offer placements to the students of the institute which will be mutually beneficial.
- b) Organizing such guest lectures at institute campus depending upon the requirements of syllabus for different semesters.


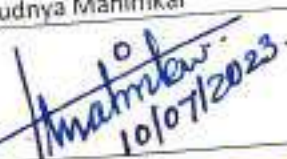

This Agreement is prepared in two originals and each party shall retain one copy. Each copy shall be treated as original when taken separately and shall constitute as one when taken together.

Monday, 10 July 2023

Page 3 of 4



In witness hereof, PMA Architects And Pillai College of Architecture have executed those presently in manner hereinafter mentioned on the 10<sup>th</sup> Day of July 2023 at Pillai College of Architecture valid for a period of three years from the mentioned date.

<b>Signed on Behalf Of</b>	
PMA Architects , Mumbai	Pillai College of Architecture, New Panvel
Name: Ar. Parag Mehetar	Name: Dr. Sudnya Mahimkar
Signature:  14/07/2023	Signature:  10/07/2023
Designation:  Principal Architect	Designation: <u>Principal</u> <b>PRINCIPAL PILLAI COLLEGE OF ARCHITECTURE Dr. K. M. Vasudevan Pillai Campus, 10, Sector-16, New Panvel-410 206.</b>

Proprietor

COA Reg. No. CA/2013/58335



Monday, 10 July 2023

Page 4 of 4

Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.  
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**Memorandum of Understanding**

Between

**Pillai College Of Architecture, New Panvel**

And

**FERN by Seema Hardikar, Thane**

5<sup>th</sup> July 2022

Page 1 of 4

Mahatma Education Society's  
**PILLAI COLLEGE OF ARCHITECTURE**

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.  
Tel.: 022 2745 6100 /2745 1700 / 27481764 Fax: 022 2748 3208  
WEB SITE : www.pica.ac.in Email:pica@mes.ac.in, pica.panvel@gmail.com



This MoU is entered on the 5<sup>th</sup> Day of July 2022 by and between;

**FERN by Seema Hardikar** is an organization which deals with conducting scientifically structured short duration Nature Education courses and lectures for people of all walks of life represented by Mrs. Seema Hardikar, having its office at B-12, Anurag CHS, Green Road, Louiswadi, Thane West, Maharashtra 400604.

And

**Pillai College of Architecture, New Panvel** established in the year 1992 recognized by COA, DTE & affiliated to the University of Mumbai. The Institute offers courses in Bachelor of Architecture, Masters of Architecture (Urban Design) and Ph.D. in Architecture. The address of college is Plot.No.10, KM Vasudevan Campus, Sector 16, Panvel, Mumbai, Maharashtra 410206

**Pillai College of Architecture** is committed to the cause of imparting technical education through diverse teaching learning methodologies with the commitment to ensure exceptional industry standards to serve the society.

1. In pursuit to Memorandum of Understanding signed between **FERN by Seema Hardikar** and **PILLAI COLLEGE OF ARCHITECTURE**, this agreement is entered.
2. To detail areas of cooperation between the parties in areas of Career guidance, overseas education and scholarship assistance of students.

**FERN by Seema Hardikar** AND **PILLAI COLLEGE OF ARCHITECTURE** have mutually discussed and agreed to enter into this agreement as detailed hereinafter.

Now therefore, in consideration of the mutual promises contained herein and other good and valuable consideration the receipt of which is hereby acknowledged, the parties agree as follows:

5<sup>th</sup> July 2022

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1. Considering the experience and knowledge of **FERN by Seema Hardikar** expert with respect to the above subject of landscape, PiCA will arrange for the expert lectures and/or workshops once or twice a year for its students who will be benefitted by the knowledge of such experts and apply the same in their designs.
2. **FERN by Seema Hardikar**, is engaged in Student Outreach program with the aim of making the next generation aware of natural systems and prepare them for the better future and this MoU will serve as an effort towards such program. PiCA will provide **FERN by Seema Hardikar**, a platform to reach students, interact and integrate the received knowledge into their practice.
3. Depending upon the project availability at **FERN by Seema Hardikar**, will provide an opportunity to students of field visits for the purpose of learning various landscape approaches.

**PiCA**

1. PiCA agrees to provide a platform to the people associated with **FERN** at **Seema Hardikar** for presentation/ lecture on Building Services and its application in architectural planning once or twice as found suitable by both the parties, within the campus or on Landscape related site/s as deemed fit by the concerned professors and/or **Seema Hardikar** in a year for which the MoU is in force.
2. PiCA agrees to use the information / data generated through the site visits or projects which PiCA students have visited or worked on, only for academic purpose and shall not claim the ownership of the same.

This Agreement is prepared in two originals and each party shall retain one copy. Each copy shall be treated as original when taken separately and shall constitute as one when taken together.

5<sup>th</sup> July 2022

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In witness hereof, FERN by Seema Hardikar And Pillai College of Architecture have executed those presently in manner hereinafter mentioned on the 5<sup>th</sup> Day of July 2022 at Pillai College of Architecture valid for a period of two years from the mentioned date.

<u>Signed on Behalf Of</u>	
FERN by Seema Hardikar B-12, Anurag CHS, Green Road, Louiswadi, Thane West, Maharashtra 400604	Pillai College of Architecture New Panvel
Name: Mrs. Seema Hardikar	Name: Dr. Sudnya Mahimkar
Signature:  <b>For FERN</b> Proprietor	Signature:  05/07/2022
Designation: Founder	Designation: Principal



5<sup>th</sup> July 2022

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